



## **VACANCY – INTERNAL AUDITOR**

Applications are invited from interested and suitably qualified individuals for the position of **Internal Auditor** FortisTCI, Providenciales.

### **Description**

- This job will focus primarily on conducting performance, financial, and compliance audit projects; providing consulting services to the organization's management and staff; and coordinating the development of the annual audit plan.

### **Key Responsibilities:**

- Perform responsibilities as stated in the Internal Audit Charter.
- Responsible for executing complex audits and special projects while performing critical project management duties including planning, scheduling, coordinating, and reporting of audit engagements.
- Responsible for execution of procedures, schedules and programs for achieving audit objectives and goals.
- Responsible for preparing complex audit reports using advanced writing skills
- Responsible for documentation and monitoring of internal control processes.
- Responsible for coordination and tracking of internal/external testing of controls as well as tracking of status of gaps and remediation actions.
- Responsible for the coordination process to obtain management assessments of internal controls, including the identification of weaknesses and opportunities for improvement.
- Responsible for using project management tools in the execution of the audit programs.
- Provide recommendations for remediation of deficiencies in internal controls specifically with respect to the control environment.
- Make recommendations that add value ensuring maximum payback to the entity or process under review
- Assists in the development of annual internal audit plans using an appropriate risk based methodology.
- Assists in determining whether the organization's network of risk management, control, and governance processes within the organization are functioning in accordance to management's intentions and objectives.
- Assists with facilitation and reporting for the annual enterprise risk management (ERM) workshop.
- Assists in conducting self-assessments in the organization.
- Provide support and assistance to external and Fortis Internal audit activities.
- Assists the Director of Financial Services and Risk Management in the research of changes in professional standards, pronouncements, laws, guidelines and audit requirements.
- Attending, presenting and/or participating in continuing professional education classes and training courses.
- Performing other duties as assigned.

**Academic/Technical/Management Experience & Qualifications:**

- Must have a Bachelor of Science with a degree or major in Accountancy or a Master's Degree equivalent.
- CPA or CA or ACCA and/or CIA or CISA certification required.
- Must have at least 3 – 5 years' experience working as an Internal Auditor in a recognized auditing firm.
- 3-5 years extensive assurance and advisory working experience and/or supervisory experience with a recognized auditing firm is a benefit.

**Abilities, Skills, Experience, Aptitude & Judgement:**

- Must possess excellent team playing and leadership abilities
- Comfortable with leading edge risk assessment methodologies.
- Must possess strong inter-personal, organizational, multi-tasking and written and oral communication skills.
- Must possess high level of professional excellence characterized by sound judgment skills, and drive for results.
- Must possess the ability to develop, monitor and maintain management information Systems and procedures.
- Must possess excellent working knowledge of MS Office software programs, including MS Word, Excel, Access, PowerPoint, and various databases.
- Must possess working knowledge of other ERP systems.

**Salary commensurate with experience and qualifications.**