

Internal Auditor

POSITION CLARIFICATION:

This position reports operationally to the Board of Directors and the Audit Sub-Committee and administratively to the Chief Executive Officer of the National ICT Company Limited, branded iGovTT. The Internal Auditor will be responsible for the planning, execution and management of Risk Based Internal Audits covering all functional aspects of the organization, inter alia Compliance, Finance, Operations and Information Systems and any other reviews of the policies, procedures and practices of the organization as approved by the Audit Sub-Committee of iGovTT and the Ministry of Finance (as and when requested).

The primary purpose of the role is to add value to the organization and this usually would take the form of recommendations aimed at giving the Board of Directors and management the assurance that:

- The internal control environment is being effectively managed to meet organizational objectives
- Policies and procedures are in compliance with iGovTT's policies and procedures and International Financial Reporting Standards (IFRSs). (Compliant with all relevant legislation, regulatory requirements and generally accepted standards, frameworks and principles)
- The organization's risk is managed in alignment with its risk appetite statement
- Provide value added recommendations which aim at improving the operational efficiencies within iGovTT's key business processes
- Monitor audit assignments ensuring that work programs are planned and performed in accordance with International Standards for the Professional Practice of Internal Auditing
- Be guided by policies prescribed by the State Enterprises Performance Monitoring Manual (SEPM), as applicable

KEY AND CRITICAL RESPONSIBILITIES include:

- Plan and review the performance of risk based audits across iGovTT so as to deliver quality advice on balancing risk, and cost to manage and to identify value adding business improvements
- Provide a professional audit service, or commission external auditors to perform financial, regulatory, compliance and operational audits for iGovTT business units through the evaluation of information systems, human resources, project management, control processes and other functional areas identifying issues and developing solutions in partnership with the business
- Manages complex audits and performs critical project management duties including planning, scheduling and coordinating the work of audit staff, reviewing and advising on audit standards and performance criteria
- Deliver risk based audits in line with budgeted timescales and resource and in accordance with an audit methodology based on industry standard practices.
- Continually assess the enterprise control environment and fraud management program, focusing on the company's ability to detect and prevent fraudulent activities from occurring in high-risk processes
- Actively follow-up on management's responsiveness to internal audit findings and recommendations ensuring that exceptions have been duly addressed
- Promote the continuous improvement of the control environment across the business through the development of ongoing relationships with management, ensuring that issues are escalated as appropriate and resolved in a timely fashion
- Prepares detailed executive and management audit reports advising on the status and results of the audit plan
- Advise the Audit Sub-committee of the BOD on audit reports submitted, contributing recommendations on the adequacy and effectiveness of risk management and control processes
- Perform other administrative duties as a unit leader including but not limited to supervision and management of staff

KEY COMPETENCIES:**Knowledge & Experience:**

- At least eight to ten years' progressive experience serving in the capacity of an Internal Auditor of a medium to large-sized corporation
- At least five years' experience at a senior management/leadership level especially in an ICT environment would be an asset
- Effective time management and organizational skills
- Excellent leadership, coaching and development skills
- Excellent interpersonal skills
- Proven critical thinking / analytical and negotiation skills

Education/Accomplishments:

- Must possess at least one professional audit or accountancy qualification/designation (FCCA, CPA, CA). Fellowship is a requirement
- Master's degree in Financial/ Business discipline
- Certified Internal Auditor (CIA)
- Additional specialist qualifications would be an asset (CISA, CFSA, CFE)

How to apply:

- Applicants are to submit their applications via email to igovtt-careers@igovtt.tt stating Name, Position being applied for and Contact Information in the subject line. Deadline date for the submission of applications: **10 October 2018**.

Please be advised that only suitably qualified candidates shall be contacted.