



STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission invites applications to fill one (1) permanent position of:

INTERNAL AUDIT MANAGER IN THE INTERNAL AUDIT DEPARTMENT

A. Job Summary

The incumbent will develop, document, implement, and maintain a comprehensive internal audit plan, test system of internal controls and provide assurance to the Board and Executive Management on the Commission's compliance with applicable laws, regulations, policies and procedures.

The incumbent will also undertake an independent assessment of the effectiveness of the policies, procedures and standards by which the Commission's financial, physical and information resources are managed.

B. Responsibilities/Accountabilities

- Plans, organises and executes the internal audit function. This includes the preparation of an audit plan, scheduling and assigning work and estimating resource needs;
- Evaluates financial and operational procedures to ensure adequate internal controls are in place and followed;
- Reports on the policies, procedures, programmes and activities of the department;
- Examines financial transactions for accuracy and compliance with institutional policies, applicable laws and regulations;
- Identifies, assesses and evaluates the Commission's risk areas and makes appropriate recommendations to the Chief Executive Officer and the Audit and Finance Committee for improved internal controls and accounting procedures in alignment with best practice;
- Works with the Chief Executive Officer, Management and the Audit and Finance Committee to identify key business risks, assess those risks, and establish risk management procedures and practices based on industry best practices;
- Coordinates and liaises with the external auditors;
- Reviews and reports on the accuracy, timeliness and relevance of financial and other information that are submitted to the Chief Executive Officer.
- Prepares reports for the Audit and Finance Committee;
- Completes projects and performs other duties as assigned by the Chief Executive Officer and the Audit and Finance Committee.
- Performs any other related duties.

C. Minimum Qualifications and Experience

- Recognised professional qualifications: ACCA, CIA or similar qualifications.
- M.Sc. Accounting/Auditing will be considered an asset.
- 8 or more years experience in a similar position.
- 5 or more years supervising staff at a junior/professional level.
- Experience in a computerised environment and familiarity with computerised accounting systems, in particular QuickBooks.
- Consideration will be given to any equivalent combination of qualifications, skills and experience.

D. Competencies

Technical Competencies	Behavioural Competencies
<ul style="list-style-type: none">• Knowledge of accounting principles and procedures.• Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports• Multi-tasking and execution skills• Planning, organising and budgeting skills• Excellent communication and presentation skills• Competent in Microsoft Office Suite• Supervisory Skills•	<ul style="list-style-type: none">• Integrity• Team Leadership• Customer Orientation• Achievement Orientation• Strategic Orientation• Analytical and conceptual thinking• Initiative• Flexibility/Adaptability• Relationship Building

E. Key Contacts

- Internal: Chief Executive Officer, Audit and Finance Committee, Management.
- External: Central Bank of Trinidad and Tobago, Government Ministries and Departments, Accounting and Auditing Bodies, other regional and international securities regulators and any other organisation or entity with whom an association will advance the work of the Commission.

All applications should be forwarded under confidential cover and addressed as follows:

Vacant Position: Internal Audit Manager

The Chief Executive Officer

Trinidad and Tobago Securities and Exchange Commission
57-59 Dundonald Street
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than October 13, 2017