

# THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

# EMPLOYMENT OPPORTUNITY

## INTERNAL AUDITOR (2 year contract)

### JOB OBJECTIVE

*To ensure ACTT’s compliance with international auditing standards by conducting independent, objective advisory services in standard audit areas and assurance on the adequacy of its respective governance, risk management and control processes; and by making recommendations that will inform overall improvement in operations, thereby enabling ACTT to meet external review standards, including quarterly reporting compliance to the Ministry of Finance and Ministry of Education*

### DUTIES AND RESPONSIBILITIES

- Develop, execute and manage an annual Internal Audit plan and framework for ACTT, within the designated areas: Financial/Operational/Information Technology, Quality Management System and compliance matters, including procurement and Strategic Management
- Plan, coordinate and execute risk-based and corporate governance audit reviews as per the annual audit plan by developing audit programmes, testing controls and documenting findings
- Evaluate the effectiveness and efficiency of operations, internal controls and risk management processes within the audited areas by examining Company records for authenticity and accuracy, communicating with responsible parties to obtain explanations and reviewing systems and procedures to determine compliance
- Identify and document control deficiencies and recommend practical solutions to mitigate risks and improve operational performance
- Prepare and present clear and concise audit reports that highlight findings, risks and recommendations in stipulated areas to the Members of the Council within the required deadlines
- Assure follow-up of audit findings and recommendations to ensure adequacy and timeliness of correction
- Assist in conducting investigations into potential fraud, misconduct or compliance breaches, ensuring objectivity and confidentiality throughout the process
- Present to the Audit Committee audit reports and updates that outline findings and recommendations and update the executive senior management as directed
- Plan annual cash count and inventory reviews, execute the plan and report on findings

- Research applicable laws and regulations to ensure ACTT’s compliance
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Liaise with external stakeholders as required
- Perform any other related duties as may be assigned by the Council

### QUALIFICATION/CERTIFICATION/EXPERIENCE

- Certified Internal Auditor (CIA) certification
- ACCA or Certified Public Accountant (CPA), Certified Management Accountant (CMA)
- Certified Information Systems Auditor (CISA) or Certified Fraud Examiner (CFE) would be an asset
- Minimum five years’ experience in one or more of the following fields:
  - i) Financial/Operational Auditing
  - ii) Forensics or Fraud Investigations

### MEMBERSHIP

Must be a member of the Institute of Internal Auditors of Trinidad and Tobago or Institute of Chartered Accountants of Trinidad and Tobago