



INTERNAL AUDIT MANAGER

Reports To: The Audit Committee of the Board of Directors

Supervisor To: Internal Audit Team

JOB SUMMARY:

Responsible for leading the internal audit function and conducting internal audits of business and financial processes with a view to providing independent, objective assurance to the Board of Directors of the Estate Management and Business Development Company Limited (EMBD) and its Management on the adequacy and effectiveness of systems and processes, risk management and control, together with insightful, commercially-viable recommendations to improve those processes

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan and develop a risk-based Internal Audit Strategic Plan for the EMBD, aligned with Institute of Internal Auditors' Standards in all aspects of the company's business functions for formal approval by the Board of Directors via the Audit Committee.
- Plan and execute internal audit work programmes in accordance with the approved Internal Audit Strategic Plan or other directives of the Audit Committee.
- Timely delivery and consistent monitoring of budgets for completion of the audit programme in accordance with the approved Internal Audit Strategic Plan.
- Lead development and communication of audit plans, audit findings, management action plans, and monitoring activities to the Audit Committee.
- Report on routine financial controls testing to the CFO, CEO and Audit Committee.
- Monitoring the timeliness and completeness of statutory reporting to ensure consistent compliance.
- Assist the CFO in the coordination and support of external audit team with respect to administrative matters in the field including *inter alia* accommodation, monitoring attendance, internal communications, monitoring of outstanding deliverables etc.
- Maintain current education and awareness of evolving external factors impacting operational, financial, and technology reporting and control measures.
- Coach and develop the Internal Audit Team; support ongoing professional development and promote positive employee relations.
- Communicate Internal Audit Department requirements (budget, resources, etc.) to the CEO, having consulted with the CFO, for approval by the Board of Directors via the Audit Committee.
- Allocate resources, assigning and reviewing audit team's work for standard conformance, budget, time schedules and commitments.
- Recommend and support process improvements and collaborate with departments to bring about solutions to ensure strong internal controls.
- Collaborate with key personnel in all Units of the Company to train and inform functional and operational leaders at all levels in business risks and offer suggestions to mitigate risk.
- Must be current with changes in the external environment and be able to assess and report on their potential impact to the Company, in addition to making recommendations for mitigating same.

REQUIRED KNOWLEDGE AND SKILLS:

- Demonstrated success in audit management by influencing compliance and controls while building strong internal and external partnerships, providing coaching and guidance.
- Experience interacting with the Audit Committee of a Board strongly preferred.
- Strong understanding of critical financial business metrics and ability to analyze data.
- Exceptional communication skills (written and verbal); leading and presenting complex materials for various audiences.
- Current knowledge and proficiency with MS Office suite; Knowledge of Accounting Application Software and Audit Software will be an asset.
- Able to think strategically and act tactically; hands on leader and coach.
- Demonstrated strong change management skills.
- Knowledge of Technology-based audit techniques

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Must be a Certified Internal Auditor (CIA) or Member of the Association of Chartered Certified Accountants (ACCA) or equivalent accounting qualification such as CPA, CGA, CIMA etc. Being a Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE) or MBA (Risk Management Specialty) will be an asset.
- Five (5) years' experience at the head of an audit department or audit engagement leader.
- A suitable combination of qualifications and experience shall be considered.

Interested parties are asked to submit applications for the above contract position to:

**Human Resource Manager
Estate Management and Business Development Company Limited (EMBD)
P.O. Bag 326
Couva Post Office
Or**

Email Address: applications@embdtt.org

Deadline for submission of applications is July 24th, 2022

We thank you for taking the time to apply for this position and please note that suitable applicants shall be contacted.