



VACANCY

HEAD, INTERNAL AUDIT

JOB SUMMARY

The incumbent is required to work closely with all departments, conducting an independent assessment of the effectiveness of the policies, procedures and standards of the organisation. He/she directs a comprehensive audit program inclusive of performance, financial, compliance and audit projects to maintain organisational and professional ethical standards.

APPLY TODAY!

Email resume to:
recruitment@sportt-tt.com
with position in the subject
heading

Deadline: 15 February 2019



The Sports Company of
Trinidad and Tobago

DUTIES AND RESPONSIBILITIES

- Direct audit staff in the planning, organizing, directing and monitoring of Internal Audit operations
- Oversee and provide quality control for the department's audits, to ensure departmental mandate and business goals are met and that professional standards are maintained at all times
- Lead internal audit team to conduct regular internal audit and follow up activities in an effective, professional and timely manner
- Develop audit program, procedures and internal control functions
- Lead any special appraisals, inspections, investigations, examinations or reviews on frauds, suspect cases or irregularities requested by the senior management or the board
- Evaluate the efficacy of risk management procedures currently in place
- Evaluate and develop systems to protect against fraud and theft of the organization's assets
- Ensure that the organization is complying with relevant laws and statutes
- Make recommendations on how to improve internal controls and governance processes
- Participate in meetings with individuals and departments to update auditees on findings and the audit process
- Prepare reports and preserves documentation pertaining to audits for internal record
- Present summarized findings concerning audit results and trends for internal group
- Review systems and operations to assess the extent to which organizational objectives are achieved and the adequacy of controls over activities leading to such achievement
- Maintain staff job results by coaching, counselling, and disciplining employees; planning, monitoring and appraising job results
- Conduct all duties in conformance with Health, Safety, Security and Environment requirements
- Perform any other related duties as required by the job function.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Postgraduate degree in Finance, Accounting, Engineering, Construction Management, Project Management, IT or Law
- Professional certification: CIA awarded by the Institute of Internal Auditors

COMPETENCIES

- Knowledge of audit procedures, including planning, testing and sampling methods involved in conducting audits
- Ability to prepare and present concise oral and written reports
- Conduct work with a high level of professionalism and integrity
- Strong organizational and implementation skills
- Strong interpersonal skills
- Knowledge of computerized accounting and auditing record keeping systems
- Excellent critical thinking and problem-solving skills
- Strong project management skills