



CAREER OPPORTUNITY

INTERNAL AUDITOR

The Transport Board is seeking to recruit an Internal Auditor to join its operations. The Internal Auditor provides support to the Board of Directors by overseeing internal operating controls, processes and practices.

MAIN DUTIES AND RESPONSIBILITIES:

- Ensures that existing policies and controls are current, adequate, functional and utilized in accordance with standards established by both government and the Board.
- Reviews existing company assets and maintains regulatory safeguards from all types of losses.
- Analyses the integrity and reliability of the financial information and tools used for identifying, measuring, classifying and reporting said information.
- Develops testing methodologies to evaluate the adequacy of controls and documents the results of the evaluations.
- Submits reports including recommendations based upon audit findings to the Finance and Audit Committee of the Board of Directors.
- Identifies and resolves business process risks.
- Plans and performs operational and financial audits.
- Reviews and records activities and plans defined by management to resolve issues identified by audit findings.
- Submits monthly and other ad hoc reports to the Board of Directors as required.
- Performs other duties as assigned.

QUALIFICATIONS AND SKILLS:

- A Bachelor's degree from a recognized university in Accounts, Finance or Business Administration.
- A Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information System Auditor (CISA) certification from a recognized institution.
- Five (5) years working experience in a similar role.
- Experience with audit methodologies and techniques.
- Computer proficiency in word processing, database management and spreadsheet analysis.
- Strong analytical, time management and organizational skills.
- Excellent communication, leadership and interpersonal skills and abilities.

TO APPLY FOR THIS OPPORTUNITY:

Submit your application letter along with a current CV no later than Friday 28th July, 2023 via email to careers@transportboard.com or printed to:

**The Chairman of the Finance and Audit Committee of the Board of Directors
The Transport Board
Weymouth, Roebuck Street
Bridgetown**