



## EMPLOYMENT OPPORTUNITY

Bank of the Bahamas Limited, the institution of first choice in the provision of financial services, seeks to identify suitable candidates for the position of:

### Manager, Internal Audit

#### **Key Responsibilities:**

- Performs operational and compliance audits and reviews for all branches and departments of the Bank by following established audit procedures, and preparing working papers and schedules.
- In consultation with the CIA/Senior Manager, plan respective audit engagements inclusive of scopes, duration, audit programs and assignment of relevant staff.
- Prepares comprehensive written internal audit reports for each audit performed, which include the following: scope and objective of the audit, all observations of the audit review, all exceptions noted during the audit and the possible consequences of them, overall conclusion of the audit review, and a list of recommendations that the branch or department should implement to improve efficiency and productivity without compromising security.
- Supervising audits and reviewing the work performed to insure the adequacy of audit scope, the adequacy of testing performed, and the accuracy of conclusions reached.
- Reviewing Audit work for compliance with policies and procedures and the International Standards for the Professional Practice of Internal Auditing.
- As part of each internal audit, immediately reports any suspicious activities of possible fraud.
- Evaluating auditor performance, providing on-the-job training, and counseling auditors to strengthen the person's knowledge/skills/development.
- Pursuing professional development opportunities, including external and internal training and professional association memberships, and sharing information gained with co-workers.
- Developing and maintaining productive client, staff, and management relationships through individual contacts and group meetings.
- May perform a variety of other related duties, such as monitoring the Bank's compliance with regulatory bodies, or conducting special audit reviews at the request of management.

#### **Minimum Requirements:**

- Detailed knowledge of legislation related to banking and financial services, The Central Bank of the Bahamas Acts and Regulations, and The Professional Standards of the Institute of Internal Auditors;
- Strong auditing skills;
- Strong analytical capability to monitor the scope and frequency of the audit schedule, investigate audit issues, assess implications, and make appropriate recommendations to management of the audited area;
- Ability to communicate regulatory compliance information to internal persons, including management, to advise in their interpretation, and provide ongoing support in meeting standards;
- Strong written communication skills, in particular, knowledge of audit terminology, to generate effective audit reports, and prepare other correspondence;
- Strong leadership skills; to train and develop others and ensure duties are performed to standards;
- Ability to travel based on the audit schedule;
- Highly confidential;
- Bachelor's degree in Business related field; along with a relevant professional certification or five (5) to eight (8) years of banking experience.

**Benefits include:** Competitive salary commensurate with experience and qualifications; Group Medical (includes dental and vision) and life insurance; pension scheme.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Interested persons should apply no later than **March 27<sup>th</sup>, 2023** to:

**Email: [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com)**