

TRINIDAD TOURISM LIMITED (TTL)

POSITION DESCRIPTION:# 29

Job Title: Audit Officer	Date Reviewed: December, 2017
Division: Chief Executive Office	Department: Internal Audit
Job Purpose:	
<p>The Audit Officer reports to the Internal Auditor and will be responsible for:</p> <ul style="list-style-type: none"> • Assisting the Internal Auditor in developing and executing the annual audit plan and takes a lead role in the day to day execution of internal audits. • Contributing to the Internal Audit (IA) function, by identifying risks associated with business objectives and evaluating the controls in place to mitigate these risks to improve the effectiveness of risk management, control and governance processes. • Providing advice and support to management in the creation or modification of policies, procedures, processes, products and services to ensure an appropriate level of control and compliance is maintained. 	
Accountability:	
<p>The Audit Officer will be held accountable for assisting the Internal Auditor in:</p> <ul style="list-style-type: none"> • Assessing business risk and adhering to internal audit policies and procedures • Conducting internal audits in keeping with the annual audit plan and ensuring timely and efficient completion of the activities in this plan. • Providing practical and value-added recommendations to address control weaknesses and or process inefficiencies. 	
Key Duties:	
<ol style="list-style-type: none"> 1. Assists in the preparation of the Annual Audit Work Plan and Internal Audit Methodology. 2. Conducts preliminary and interim audit meetings with stakeholders to explain the scope and objectives of the audit engagement and provide an overview of all steps in the audit process. 3. Develops a risk-based plan by selecting an appropriate audit approach, and tests procedures and sampling criteria. 4. Performs audit tests and prepares work papers in accordance with professional International Internal Auditing (IIA) standards. 5. Evaluates the adequacy of process design and the effectiveness of controls in meeting business and control objectives; identifies and documents controls and process weaknesses and provides evidential support for findings. 6. Participates in closing meetings with Heads of Departments at the end of field work, providing clear explanations for the identified issues. 7. Assists in the preparation of concise and informative audit reports to effectively communicate the findings and recommendations to the Department. 	

8. Participates in projects designed to introduce new and/or changing processes, products or services and provides recommendations to mitigate project and end state risks.
9. Conducts investigations of suspected internal fraud or other areas of possible misconduct.
10. Assists with preparation of Reports for the Audit Committee's Meeting
11. Assists with the conduct of tests to assist the external auditors with the annual financial report audit.
12. Assists in the achievement of the Departmental Targets.

Competencies

Core Competencies: Proven capabilities at a high proficiency level in: Service Excellence, Partnering, Creativity & Innovation and, Accountability

Role Specific Competencies: Auditing, Ethical Behaviour, Analytical thinking, Financial and Management Accounting, Attention to Detail, Communication, Accurate and Reliable reporting.

Qualifications and Experience:

- Certified Internal Auditor (CIA) or Certified Internal System Auditor (CISA) or equivalent professional qualification.
- ACCA/ACMA or equivalent qualification or Degree in Business/Industrial Management, Accounting or Finance
- Member of the Institute of Internal Auditors of Trinidad and Tobago Chapter would be an asset.
- A minimum of three (3) years' post qualification experience in Financial, Operational and EDP Audits in a business environment,
- Knowledge of the laws and regulations governing the company's operation
- Solid understanding of risk and control concepts.
- Working knowledge of professional IIA performance standards about planning, testing, sampling and documentation
- Good understanding of accounting principles and financial statements
- Knowledge of the governance requirements of State Enterprises and Government Agencies.

In addition, the incumbent must possess the following proven capabilities:

- Proven ability in applying risk and control concepts to evaluate the effectiveness of business processes and controls to mitigate risk to the tolerance levels defined by management.
- Well-developed analytical skills.
- Proven communication and interpersonal skills.
- Effective time management and organisational skills.
- Capable of working independently and with minimum supervision.
- Maintaining confidentiality in sensitive matters.

- Proficiency in Microsoft Office Suite.

Reporting Relationships:

Reports to the Internal Auditor; maintains professional working relationships with senior management and the Audit Committee of the Board.