

POSITION PROFILE

# Internal Auditor

TOURISM TRINIDAD LIMITED

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| <b>JOB TITLE</b>                                                     | <b>DEPARTMENT</b>    |
| Internal Auditor                                                     | Internal Audit       |
| <b>DIVISION</b>                                                      | <b>DATE REVIEWED</b> |
| Audit Committee of the Board / Office of the Chief Executive Officer | December 2017        |

## Job Purpose

The Internal Auditor reports functionally to the Audit Committee of the Board of Directors and administratively to the Chief Executive Officer and will be responsible for:

- Designing, developing and establishing appropriate audit and internal control systems and procedures for the company to mitigate risks, in accordance with auditing best practices.
- Establishing a risk-based compliance framework to mitigate organisation-wide risks.

## Accountability

The Internal Auditor will be held accountable for:

- Minimising organisational risks by developing and maintaining Internal Audit (IA) policies and procedures, assessing business risks, and developing and maintaining strategic and operational risk-based audit plans.
- Developing an annual audit plan and ensuring timely and efficient completion of the activities in this plan.

WHAT THE ROLE DELIVERS

# Key Duties

14 CORE RESPONSIBILITIES

- 1 Develops auditing systems and procedures to track and verify the soundness of all financial and operational transactions.
- 2 Develops and maintains a comprehensive Audit Manual to cover financial, operational and electronic data processing risks.
- 3 Plans and conducts performance, operational and financial audits.
- 4 Develops an Annual Audit Work Plan for approval by the Audit Committee of the Board.
- 5 On a periodic basis, tests the efficacy of the internal controls of the company's departments relative to its stated policies and procedures and identifies business process risks.
- 6 Follows up with departments post-audit exercises to determine whether corrective actions have been undertaken.
- 7 Communicates audit findings and recommended corrective action to the Audit Committee of the Board and the Chief Executive Officer.

- 8 Makes recommendations, provides advice and opinions to Management to ensure compliance with accounting and operational best practices.
- 9 Reviews all new systems prior to implementation and makes recommendations for improvements in risk management and process efficiency.
- 10 Provides assistance to the Board and/or Chief Executive Officer on special projects.
- 11 Liaises with the external auditors and regulators on the effectiveness of internal controls and provides the necessary assistance as required.
- 12 Establishes, manages and promotes the standards of the Internal Auditing Activities (IAA), e.g. discussing audit reports with departments involved prior to finalising the report, and ensures compliance with statutory requirements.
- 13 Achieves budget and other performance targets for the Audit Department.
- 14 Trains, develops, and coaches subordinates to create and maintain a high level of productivity in the department and to ensure departmental targets are achieved.

WHAT WE ARE LOOKING FOR

# Competencies & Qualifications

## COMPETENCIES

| CORE                                                                         | LEADERSHIP                                                                                                                                                                            | ROLE SPECIFIC                                                                                                                                                     |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Excellence, Partnering, Creativity & Innovation, and Accountability. | Strategic Thinking, Business Focus, Impact and Influence, Results Orientation, Decision-making, Planning and Organizing, Team Leadership, Developing Others, and Attention to Detail. | Auditing, Analytical Thinking, Financial and Management Accounting, attention to detail, information seeking and processing, and accurate and reliable reporting. |

## Qualifications & Experience

| EDUCATION & EXPERIENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | KNOWLEDGE & REGULATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <ul style="list-style-type: none"><li>• University Degree in Business/Industrial Management, Accounting or Finance, or ACCA/ACMA or equivalent qualification.</li><li>• Certified Internal Auditor (CIA) or Certified Internal System Auditor (CISA).</li><li>• Member of the Institute of Internal Auditors of Trinidad and Tobago Chapter would be an asset.</li><li>• A minimum of five (5) years' experience in Financial, Operational and EDP Audits in a business environment, of which three (3) must be at Managerial level.</li></ul> | <ul style="list-style-type: none"><li>• Knowledge of the laws and regulations governing the company's operation.</li><li>• Knowledge of Risk Analysis Methodologies.</li><li>• Knowledge of FIU Regulations and Associated Legislation on AML/CTF.</li><li>• Knowledge of the Exchequer and Audit Act and other legal frameworks that govern the operations of governmental institutions.</li><li>• Knowledge of the governance requirements of State Enterprises and Government Agencies.</li></ul> |

## Additional Capabilities

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| <ul style="list-style-type: none"><li>• Proven success conducting audits.</li><li>• Well-developed analytical skills.</li><li>• Proven communication and interpersonal skills.</li></ul> | <ul style="list-style-type: none"><li>• Effective time management and organizational skills.</li><li>• Proficiency in Microsoft Office Suite.</li></ul> |
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| REPORTING | Reports administratively to the Chief Executive Officer and functionally to the Board of Directors. Supervises the position of Audit Officer. |
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