

# Bermuda Commercial Bank Limited

## INTERNAL AUDITOR

Reporting to the Audit Committee, Chief Executive Officer and Chief Operating Officer, the Internal Auditor's primary objectives will be to evaluate and test the internal controls and ensure compliance with policies and procedures. The successful candidate will design and conduct financial reporting, operations and management audit assignments to monitor adherence to Bank policies and procedures, assess adequacy of controls and ensure that all laws and regulations pertaining to Bank operations are observed.

### Duties & Responsibilities:

- Build and perform a program of continuous audit of all reporting controls, procedures and policies
- Provide regular management reports on activity, findings, and risk exposure
- Prepare individual audit working papers and produce reports to management on audit findings
- Manage the incident reporting systems and report on status
- Analyze group-wide reports, accounting and operating documents to ascertain whether transactions are properly supported and are recorded correctly and in accordance with generally accepted accounting principles
- Analyze systems, manual and computer related workflows, to determine if adequate controls are in place
- Review reconciliations related to the various departments of the Bank and its subsidiaries to ensure reconciled items are cleared on a timely basis
- Review processes in relation to new client account relationships, review customer due diligence documentation as submitted by the departments and subsidiaries for compliance with Bank policy and AML/ATF guidelines and related risk matrices
- Facilitate group-wide issue tracking and validate closure of issues
- Review internal and regulatory reporting for adequacy and accuracy
- Verify financial reports against source records to determine reliability
- Keep up to date with developments and legislative changes in the Financial Services industry and the auditing profession
- Assist with special investigations and special projects designed to monitor and adhere to Bank policies and procedures in accordance with international auditing standards
- Liaise with external auditors, Audit Committee, and internal risk management
- Provide guidance and advice on various risk related issues, including asset management

### The Successful Applicant Should Possess:

- A University degree in Business, Accounting or a related discipline
- A professional accounting qualification (CA, CPA or CIA) ACCA
- Four to seven years financial services experience as an auditor, including banking operations and public accounting firm financial and operational audits
- Experience in Misys, BM+, Great Plains and Viewpoint will be an asset
- Advanced knowledge in spreadsheet development, risk analysis, general accounting and financial analysis
- Solid multi-focus skills and ability to work under pressure, adhere to tight deadlines and work overtime when required
- Excellent interpersonal, analytical and communication skills

Compensation will be commensurate with the successful candidate's experiences and will include a base salary and a discretionary performance related bonus. References will be requested and verified.

Interested persons should apply by forwarding an application letter and resume no later than:

**May 17th, 2013**

Please apply via one of the following methods:

**EMAIL:** [jobs@bcb.bm](mailto:jobs@bcb.bm)

**FAX:** +1 (441) 295-4759

**POST:** Human Resources Department  
Bermuda Commercial Bank Limited  
PO Box HM 1748, Hamilton HM GX  
Bermuda.

Bermuda Commercial Bank Limited (BCB) is one of Bermuda's four licensed banks, established in 1969 and regulated by the Bermuda Monetary Authority. We are Bermuda's only bank focused on corporate and private wealth clients, offering a range of bespoke financial solutions. Our website is [www.bcb.bm](http://www.bcb.bm)

BCB's parent company Bermuda National Limited ("BNL") is publicly traded and listed on the Bermuda Stock Exchange [www.bsx.com](http://www.bsx.com) (Ticker: BNL.BH). The share price is available on the BSX and on Bloomberg and is published daily in the Royal Gazette.

The Bank offers a friendly work environment with competitive salary and benefits.

BERMUDA COMMERCIAL BANK LIMITED  
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BCB is an Equal Opportunity Employer.