

Our people are our competitive advantage.



At Butterfield, we pride ourselves on being approachable, disciplined and proactive. If you embody these qualities and have the necessary experience, you may be the one we're looking for.

Vice President, Group SOX Compliance Finance

This position reports to the Group CFO, this position is responsible for managing and overseeing the Group Sarbanes Oxley ("SOX") compliance programme, which includes appropriate reviewing of planning and testing steps and communication of the annual plan and the results of testing to senior management and the Audit Committee of the Board of Directors to ensure the appropriate management and oversight is upheld over the SOX compliance programme for the consolidated Group of Companies.

Your responsibilities will include:

- working with the existing controls library, reviewing the documentation of the internal control structure in accordance with the COSO 2013 and related governance, risk and compliance frameworks
- reviewing risk and gap assessments on existing controls to develop an appropriate SOX testing plan
- working with strategic partners, coordinating testing internal controls over financial reporting to provide assurance of operating effectiveness
- reviewing SOX compliance risk and materiality assessments as well as fraud risk assessments to ensure compliance with appropriate standards and to provide adequate scoping and coverage of the SOX testing programme
- preparing and presenting materials for the SOX Steering Committee including assessing all findings against materiality and risk based criteria and prepare quarterly reporting for the Audit Committee
- working closely with management to ensure appropriate coverage for the SOX testing, including Entity Level controls, End User Controls, SSAE-16 report review, OSP Whistle Blower, Information Provided by Entity and IT General Controls
- working closely with our external auditors to ensure the programme meets their requirements in terms of scope, timing and approach
- enhancing the assessment process, including department standards, procedures and testing approaches
- ensuring effective coordination and harmonisation of testing results between the internal testing team and third party providers
- handling inquiries, clarifications and interpretations from operational risk management, processing owners and external auditors to expedite annual or other certifications
- participating and supporting initiatives and projects related to changes that could impact the Controls framework as an internal control SME

Your experience/skills may include:

- university degree in business/accounting with five to seven years' management experience in relation to process and management consulting and a minimum of three years' banking or financial services experience in risk or audit
- professional accounting designation is a requirement
- sound knowledge of SOX controls frameworks and familiarity with control repository applications
- comprehensive knowledge of the best practices and principles and extensive knowledge of SOX certification requirements
- knowledge and timely awareness of emerging issues relating to Banking Control environments
- strong working knowledge of MS Excel and MS PowerPoint is required, knowledge of MS Visio would be an asset
- excellent relationship building, management, negotiating, influencing, and planning skills required
- superior communication skills to promote interaction and co-operation with senior personnel
- knowledge of regulatory issues and/or complex accounting/reporting systems and have an ability to identify, extract, and apply the relevant information
- strong project management skills and demonstrated ability to manage changing priorities promptly
- ability to define deliverables, create budgets and project plans, align resources and specialists for project teams, manage audit projects, present final reports to business unit leaders and the Audit Committee
- proficient in Microsoft Office suite of applications

CLOSING DATE: 28 August 2018

All applications should be forwarded **via e-mail** to: **resumes@butterfieldgroup.com**

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

www.butterfieldgroup.com



Butterfield

THE BAHAMAS | BERMUDA | CAYMAN ISLANDS | GUERNSEY | JERSEY | SINGAPORE | SWITZERLAND | UNITED KINGDOM

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