

Internal Auditor

The successful candidate will be a dedicated and self-motivated professional, responsible for performing and executing financial, operational, compliance, and strategic assurance and consulting engagements across all business areas of Clarien Bank Limited and its subsidiaries ("Clarien Group of Companies" or "Group"); and providing key input to development of the annual internal audit plan; all with emphasis on a risk-based approach designed to assist management in the attainment of their objectives. Maintains all organizational and professional ethical standards and performs all internal audit activities in compliance with The IIA's International Standards for the Professional Practice of Internal Auditing (Standards). Works under general supervision, with reasonable latitude for initiative and independent judgment. The successful candidate will report directly to the Internal Audit Manager.

Primary Responsibilities:

- Assists in the planning of audits over processes/branches/units/subsidiaries or special projects, ensuring potential issues and risks are identified/understood, audit coverage is appropriate and audit programs are efficient.
- Performs audit procedures within budgeted guidelines in determining the efficiency, effectiveness, integrity and reliability of the system of internal control. Evaluates and concludes on the adequacy of system design and internal control framework in meeting business, operational and control objectives.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers. Ensures that work papers adequately document the extent of audit work completed.
- Identifies, develops, and documents audit issues and recommendations for improvement using independent judgment concerning areas being reviewed.
- Assists in communicating the results of audit and consulting projects by timely submission of audit findings to the Internal Audit Manager.
- Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers.
- Represents the Internal Audit Department on organizational project teams, at management meetings, and with external organizations.
- Performs related work as assigned by the management of the Internal Audit Department.
- Knowledge of management information systems terminology, concepts, and practices.
- Knowledge of contemporary risk management and internal control techniques and internal control frameworks.
- Knowledge of financial services industry policies, procedures, Bermuda regulations, and laws.
- Knowledge of the common indicators of fraud.
- Skill in conducting quality control reviews of audit work products.
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Skill in negotiating issues and resolving problems.
- Strong computer skills, including word processing, spreadsheet, systems documentation, audit packages, and other business software to prepare work-papers, reports, memos, summaries, and analyses.
- Experience in performing process and control mapping and documenting is strongly desired.
- Skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations for improvement.
- Strong organization and time management skills.
- Ability to establish and maintain harmonious working relationships with co-workers, staff, and external contacts, and to work effectively in a professional team environment.
- Required to keep up to date with regulatory changes and changes in the IIA Standards, as well as International Financial Reporting Standards (IFRS).

The successful candidate must have:

- Knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices.
- Versatile skills and experience to deliver assurance and consulting engagements for a wide-range of business processes and financial products (e.g. cash, deposits, loans/lending, finance, operations, anti-money laundering (AML)/anti-terrorist financing (ATF), regulatory compliance, information technology).
- Knowledge of the IIA Standards and Code of Ethics.

Job Specifications:

- Minimum Education: College degree in Accounting, Business, Finance or a related subject. Internal audit (CIA, CISA, CFSA, and/OR CRISC) or accounting related certifications are required. Professional accounting qualification such as a CA, CPA, ACCA or other internationally recognized designation is desired.
- Minimum Experience: 2-5 years of recent internal auditing, internal controls, and/or external auditing within the financial services environment. Previous banking, trust, and/or investment management experience is required.

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than May 10th, 2019 to:

Human Resources Department
19 Reid Street, Hamilton HM 11
P.O. Box HM 665, Hamilton HM CX
Email: jobs@clarienbank.com
Fax: + 441 296 7701

www.clarienbank.com | 441 296 6969

Head Office: 19 Reid Street, Hamilton HM11, Bermuda | Paget Plaza: 161 South Road, Paget DVO4, Bermuda

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited through its wholly owned subsidiary companies is licensed to conduct bank, investments and trust business by the Bermuda Monetary Authority.