

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.

Sarbanes Oxley Compliance Manager Butterfield Trust (Bermuda) Limited

This position reports to the VP Group SOX Compliance and is responsible for designing and executing a Sarbanes Oxley ("SOX") compliance programme, which includes appropriate planning, ongoing testing and assistance in remediation, to ensure adequacy of the relevant internal controls over financial reporting within the consolidated group of companies.

Your responsibilities will include:

- maintaining knowledge of banking and lending rules and regulations, guidelines, and assuring compliance with all Bank policies and procedures
- working with the existing controls library, documenting the internal control structure in accordance with the COSO 2013 and related governance, risk and compliance frameworks
- providing risk and gap assessments on existing controls developing an appropriate SOX testing plan
- working with strategic partners, coordinating and testing internal controls over financial reporting providing assurance of operating effectiveness, and working with business process owners ensuring that identified deficiencies are resolved in a timely and effective manner
- developing ownership, ensuring completeness and accuracy of controls documentation in the controls repository
- performing SOX compliance risk and materiality assessments as well as fraud risk assessments, ensuring compliance with appropriate standards and providing adequate scoping and coverage of the SOX testing programme
- preparing materials for the SOX Steering Committee including assessing all findings against materiality and risk based criteria and preparing quarterly reports for the Audit Committee
- working closely with our external auditors ensuring the programme meets their requirements in terms of scope, timing and approach
- enhancing the assessment process, including department standards, procedures and testing approaches
- scheduling and facilitating walkthroughs, reviewing management reliance testing and follow-up on issues or deficiencies between operational risk management, external auditors, and the control owners
- handling enquiries, clarifications and interpretations from operational risk management, process 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 a minimum of three 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
- knowledge of capital markets including derivatives and derivatives accounting
- 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 an ability to identify, extract and apply the relevant information
- strong project management skills and demonstrated ability to manage changing priorities promptly
- proficient in Microsoft Office suite of application including MS Visio

CLOSING DATE: 3 October 2019

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

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

www.butterfieldgroup.com

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

The Bank of N.T. Butterfield & Son Limited is licensed to conduct Trust business by the Bermuda Monetary Authority.
Address: 65 Front Street, Hamilton HM 12 | P.O. Box HM 195, Hamilton HM AX, Bermuda | (441) 295 1111



Butterfield