

Careers, by BUTTERFIELD.



Step up.

At Butterfield we provide full-service community banking and specialised international financial services. Operating in multiple jurisdictions, we focus on results, value relationships, and celebrate success. If this sounds like your kind of company, then consider this opportunity to become part of a collaborative team of professionals at a world-leading, independent offshore bank and trust company.

Sarbanes Oxley Compliance Manager

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

Your responsibilities will include:

- performing the assessment of internal controls over financial reporting to ensure compliance with the Sarbanes-Oxley Act ("SOX") with minimal guidance
- supporting senior team members in the execution of the SOX assessment programme, providing thorough and reliable identification of in-scope accounts and locations, planning, testing, documentation, and reporting of the effectiveness of financial reporting for delivery to the senior management and external committees
- providing risk and gap assessments on existing controls to develop an appropriate SOX testing plan
- working with strategic partners, coordinating and testing internal controls over financial reporting to provide assurance of operating effectiveness, and working with business process owners to ensure that identified deficiencies are resolved in a timely and effective manner
- assisting in the transition of ownership to respective Process Owners to ensure appropriateness of Controls documentation in the Controls repository
- performing SOX compliance risk and materiality assessments to ensure compliance with appropriate legislation and providing adequate scoping and coverage of the SOX testing programme
- preparing reports for the Bank's management team, including evaluating deficiencies for reporting implications
- assisting the VP, Group SOX to prepare quarterly reporting for the Audit Committee
- working closely with management to ensure appropriate coverage for SOX testing, including Entity Level controls, End User controls, SSAE-16 reports review, 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 to enhance reliance on SOX testing results, and align conclusions for assigned processes
- enhancing the assessment process, including department standards, procedures and testing approaches
- scheduling and facilitating walkthroughs, reviewing of management reliance testing and following 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 in and supporting initiatives and projects related to changes that could impact the Controls framework as an internal control subject matter expert
- enhancing SOX profile within the organisation and making yourself available for ongoing coaching/support
- timely escalation of issues and risks, and agree judgements with VP, Group SOX/Group Head of Finance

Your qualifications and skills include:

- university degree in Business/Accounting with three to five 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 USS GAAP, SOX controls frameworks and familiarity with control repository applications
- comprehensive knowledge of the best practices and principles and extensive knowledge of SOX certification requirements
- strong project management skills and demonstrated ability to manage changing priorities promptly
- 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
- knowledge of banking, wealth management and lending processes
- 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
- 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 Jurisdiction Audit / SOX Steering Committees

Why Butterfield?

Butterfield is a leading independent offshore bank and trust company. With more than 1,300 financial services professionals across ten international jurisdictions, the Butterfield experience is enhanced by robust learning and development opportunities, comprehensive benefits, and preferred rates on a variety of proprietary financial services. Guided by our core values—approachable, collaborative, empowered and impactful—we provide a respectful environment where the diversity of our employees and the talents and experiences they bring are celebrated and valued. With a 160-year tradition of service excellence we empower individuals to achieve their goals and make a positive impact on our business, our clients and our communities.

Does this sound like you?

All applications should be forwarded via email to resumes@butterfieldgroup.com

Closing date:

Tuesday, 6 October 2020

Let's start a conversation.



butterfieldgroup.com

