

Internal Audit Manager

The successful candidate will be a dedicated and self-motivated professional, responsible for performing and managing 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 significant 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 ensures internal audit activities are carried out in compliance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing (Standards). Works independently under general direction, with extensive latitude for initiative and independent judgement. The successful candidate will report directly to the Group Chief Audit Executive.

Primary Responsibilities:

- Assists the Group Chief Audit Executive in managing internal audit staff and in the planning, organizing, directing, and monitoring of internal audit operations, including assisting in hiring, training, and evaluating staff, and taking effective actions to address performance matters.
- Manages the identification and evaluation of the Organization's risk areas and provides significant input to the development of a risk-based annual internal audit plan.
- Develops work plans consistent with the department's charter, business objectives, the assessment of inherent and control risk, client needs, and the audit needs/priorities communicated by the Audit Committee.
- Schedules and manages the planning of audits or special reviews, ensuring potential issues and risks are identified/understood, audit coverage is appropriate, audit programs are efficient, appropriate resources are assigned, time and budget allocations are reasonable, and ensuring that the approved audit plan is accomplished to the extent staffing allows.
- Manages the performance of audit procedures within the 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.
- Liaises with business units during the course of engagements to proactively notify clients of control deficiencies, recommend solutions to eliminate, reduce, avoid, or transfer risk exposures, and collaborate with clients while improving the Bank's internal control system.
- Reports on the impact of any major audit findings where management has decided to assume the risk because of cost or other considerations.
- Works to prepare, finalize, and communicate the results of audit and consulting projects via written reports and oral presentations on a timely basis for review by the Group Chief Audit Executive for inclusion in periodic reporting to: Executive Committee, Operational Risk and Compliance Committees, the Audit Committee of the Board and the Regulator.
- Ensures timely uploading of reported issues to the issue management tool and quarterly follow-up to ensure management's remedial actions are progressing and addressing the risk exposures and control deficiencies previously highlighted by Internal Audit and other internal and external assurance functions (e.g. BMA, independent auditors), escalating when necessary.
- Conducts investigations and advising on matters or issues reported through Ethicsline.
- Prepares periodic and annual performance assessments for audit staff, with actual results measured against predefined performance criteria/objectives. Imparts skills and/or knowledge to audit staff through the review of work performed, observations, and "on the job" coaching/guidance. Imparts specialized skills to other audit officers through peer discussions and cooperation on cross-functional audits.
- Works diligently to create teamwork and harmony amongst all employees in the department, other departments in the companies and with external auditors
- Maintains all organizational and professional ethical standards and ensures internal audit activities are carried out in compliance with the IIA's International Standards for the Professional Practice of Internal Auditing (Standards).

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- Keeps current with developments and regulatory/legislative changes in the Financial Services industry, governing regulatory landscapes, and changes in the accounting as well as in the auditing profession.
- Performs other duties and specific project as required by the Group Chief Audit Executive, Executive Management and the Audit Committee of the Board.

The successful candidate must have:

- Minimum education: college degree in Accounting, Business, Finance or a related subject; Professional qualification such as a CA, CPA, ACCA or other internationally recognized designation. CIA, CISA and/or CRISC designation.
- Minimum experience: 6+ years of recent internal auditing and/or external auditing (advisory or assurance) within the financial services environment. Previous banking, trust, investment management, and/or brokerage experience is required. Three (3) years managerial experience.
- Special conditions associated with the job: required to work overtime regularly. Pressure to learn new procedures and operations quickly.

Skills and Abilities:

- Extensive knowledge of and skill in applying internal auditing and accounting principles and practices and management principles and preferred business practices.
- Considerable knowledge of the IIA Standards and Code of Ethics.
- Knowledge of contemporary risk management frameworks and internal control techniques.
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- Working knowledge of control and risk self-assessment facilitation techniques.
- Knowledge of management information systems terminology, concepts, and practices.
- Considerable knowledge of financial services industry policies, procedures, Bermuda regulations and laws.
- Knowledge of 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.
- Computer skills, including word processing, spreadsheet, systems documentation, audit packages, and other business software to prepare work papers, reports, memos, summaries, and analyses.
- Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations for improvement.
- Strong coaching, leadership, organization and time management skills.
- Ability to establish and maintain harmonious working relationships with customers, team members and external contacts, and work effectively in a professional team environment.

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 April 14th, 2021 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 DV04, 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.