

# 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 VP, Internal Audit.

## Primary Responsibilities:

- Assist 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;
- Perform 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;
- Conduct interviews, review documents, develop and administer surveys, compose summary memos, and prepare working papers. Ensures that work papers adequately document the extent of audit work completed;
- Identify, develop, and document audit issues and recommendations for improvement using independent judgment concerning areas being reviewed;
- Assist in communicating the results of audit and consulting projects by timely submission of audit findings to the VP, Internal Audit;
- Pursue professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers;
- Represent the Internal Audit Department on organizational project teams, at management meetings, and with external organizations;
- Perform related work as assigned by the management of the Internal Audit Department.
- Skill in conducting quality control reviews of audit work products.
- Skill in collecting and analysing 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.
- 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.
- Be well-informed with regulatory changes as well as changes in professional and financial reporting standards (e.g. IIA Standards, International Financial Reporting Standards (IFRS)).

## The successful candidate must have:

- Minimum Education:
  - College degree in Accounting, Business, Finance or a related subject.
  - Internal audit (CIA, CFSA, and/or CRMA) or accounting related certification (CA, CPA, ACCA or other internationally recognized designation).
- Minimum Experience:
  - 2-5 years of recent internal auditing, internal controls, and/or external auditing experience required. Previous banking, trust, and/or investment management experience desired.
- Knowledge of and skill in applying internal auditing and/or 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.
- Knowledge of the IIA Standards and Code of Ethics.
- 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, applicable regulations, and laws.
- Knowledge of the common indicators of fraud.

## Competencies:

- Accuracy
- Decision-making & judgement
- Effective communication
- Technical proficiency

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 October 28<sup>th</sup>, 2022 to:

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

Point House, 6 Front Street, Hamilton HM 11, Bermuda  
www.clarienbank.com | 441 296 6969

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, corporate service provider and trust business by the Bermuda Monetary Authority.

