



## Head of Internal Audit

A career with Capital G, is more than just a job. When we say 'Welcome to the Family' we mean it. We're currently looking for someone to join our team. See if you have what it takes to join our growing family.

To review and manage on an on-going basis, the Internal Audit function to ensure adherence to IIA Standards for the Professional Practice of Internal Auditing, Bermuda Law and International Law. To plan, schedule and perform risk and systems-based internal audits of all the business areas of Capital G Bank Ltd., Capital G Trust Ltd. and Capital G Investments Ltd.

### Primary Responsibilities Include:

- Reporting to the Chief Executive Officer and the Audit Committee, managing a quality internal audit function
  - Managing and further developing a risk and systems-based audit approach for all the group companies and follow-up on its implementation status
  - Reviewing the planning and implementation of internal controls, accounting controls, fraud controls and corporate governance policies
  - Monitoring and reporting on the certification of internal controls identified in the ERM Framework
  - Evaluating the quality of the Internal Audit function using a balanced scorecard approach which will consider plan completion, report issuance, issue closure and staff utilization
  - Reporting on the impact of any major audit findings where management has decided to assume the risk because of cost or other considerations
  - Conducting internal audit work and fraud investigations as requested by Senior Management, the Audit Committee or the External Auditors
  - Conducting investigations and advising on matters or issues reported through Ethicsline
  - Supervising and mentoring junior members of the Internal Audit team and giving direction, reviewing output and formulate findings & recommendations for enhancement of performance across the organization
- Working diligently to create teamwork and harmony among all employees in the department, other departments in the companies and with the external auditors
  - Performing other duties as assigned by Senior Management

### The successful candidate must have:

- Significant experience in External and Internal Auditing with an appropriate professional qualification e.g. ACA, CPA
- Cross functional audit experience within the financial services industry, preferably banking
- Extensive experience in the planning and implementation of audit and control policies and a thorough understanding of information systems
- Knowledge/ experience working with electronic audit working papers and reporting is an advantage
- A high level of maturity, credibility and interpersonal abilities when interacting with senior management and operation managers
- Strong oral and written communication skills
- Superior organizational, leadership, analytical and decision-making skills
- Ability to prioritize and handle a demanding workload

*Capital G 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 July 5, 2011 to:

**Human Resources Department**  
**19 Reid Street, Hamilton HM 11**  
**P.O. Box HM 1194, Hamilton HM EX**  
**Email:** rpitman@capitalg.bm  
**Fax:** + 441.296.7701

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