



Internal Audit Manager

Job Summary

Reporting to the Chief Executive Officer and the Management Board, the Internal Audit Manager is responsible for establishing and managing a quality internal audit function for the Firm and its affiliates

BERMUDA

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LONDON

MAURITIUS

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SÃO PAULO

SINGAPORE

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Key Job Accountabilities:

- Developing the annual audit plan in conjunction with audit stakeholders, including Senior Management and the Management Board
- Conducting risk and systems based audit work approach, based on the annual audit plan, for the Firm and its affiliates, including planning, fieldwork and report writing
- Providing risk consultancy regarding the planning and implementation of controls and corporate governance policies
- Reporting on the impact of any major audit findings to the appropriate levels of management.
- Undertaking investigations and special projects at the direction of Senior Management and the Management Board
- Supervising administrative staff and giving direction, reviewing output and formulating findings and recommendations.
- Working diligently to create teamwork and harmony among all employees in the department, other areas in the group and with the external auditors.
- Performing other duties as assigned by Senior Management.

Key Job Requirements:

- A Bachelors degree in law, business, accounting or a related discipline.
- Five years experience in Internal Audit with two years experience at manager level, with an appropriate professional qualification e.g. CIA (Certified Internal Auditor) or CA.
- Cross functional audit experience within the professional services industry, preferably at a law firm.
- Experience in the planning and implementation of audit and control policies and a thorough understanding of information systems.
- A willingness to travel to the Firm's offices outside Bermuda.
- A high level of maturity, credibility and interpersonal abilities when interacting with senior management and operations managers.
- Strong oral and written communication skills.
- Superior organizational, leadership, analytical and decision-making skills.
- Ability to prioritize and handle a demanding workload.

Résumés with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

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Closing date: 27 September 2010