



STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission (“the Commission”) invites applications for the following permanent position:

INTERNAL AUDIT MANAGER **IN THE INTERNAL AUDIT DEPARTMENT**

A. Job Summary

The Internal Audit Manager is responsible for developing, documenting, implementing, and maintaining comprehensive internal audit plans, testing systems of internal controls and providing assurance to the Board and Executive Management on the Commission’s compliance with applicable laws, regulations, policies and procedures.

The incumbent will also undertake an independent assessment of the effectiveness of the policies, procedures and standards by which the Commission’s financial, physical and information resources are managed.

B. Responsibilities / Accountabilities

- Develop and implement Internal Audit strategic and operational audit plans;
- Ensure that Internal Audit strategic plans are aligned to the enterprise wide risk management plan;
- Develop and implement policies and procedures for effective functioning of Internal Audit.
- Set up and manage activities of the Internal Audit Department;
- Provide direction and monitors the progress of the Division’s staff by assigning and supervising completion of designated projects/tasks and implementing practices to improve quality work standards to increase productivity;
- Assist management with the development and implementation of internal controls through regular appraisal of the Commission’s activities;
- Give assurance to senior management and the Board on the adequacy, effectiveness and efficiency of internal controls;
- Report to the Board of Directors, Audit Committee and Management on audit findings and recommendations so that they can determine the appropriate correction action plan.
- Manage deliverables on direct reports and conduct performance reviews respectively;
- Motivate and coach direct reports;
- Coordinate and liaise with the external auditors;
- Complete projects and performs other duties as assigned by the Chief Executive Officer and the Audit Committee.

C. Authorities

The incumbent in the position of Internal Audit Manager has the authority to:

- Request full and unrestricted access to relevant personnel and Commission's records during the conduct of audits;
- Advise line managers, executive management, Audit Committee and Board of Commissions on internal audit related matters;
- Organise and direct the work activities of the Internal Audit Department;
- Address disciplinary related matters within the Internal Audit Department.

D. Qualifications and Experience

- Recognised professional qualifications: ACCA, CIA or equivalent qualifications.
- Post-Graduate qualifications in accounting or a related discipline will be an asset.
- Seven (7) years' experience in a similar position.
- Five (5) years' experience supervising staff at a junior/professional level.
- Experience in a computerised environment and familiarity with computerised accounting systems, in particular QuickBooks.
- Any equivalent combination of qualifications, training and experience will be considered.

E. Competencies

Technical Competencies:	Behavioural Competencies:
• Knowledge of accounting principles and procedures. • Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports • Multi-tasking and execution skills • Planning, organising and budgeting skills • •Excellent communication and presentation skills • Competent in Microsoft Office Suite • Supervisory Skills • Industry, regulatory standards including International Standards for the Professional Practice of Internal Auditing (IPPF)	• Integrity & confidentiality • Ethical Behaviour • Team Leadership • Customer Orientation • Achievement Orientation • Strategic Orientation • Analytical and conceptual thinking • Impact and Influence Skills • Relationship Building

F. Key Contacts

Internal	Chief Executive Officer, Audit Committee, Management
External	Central Bank of Trinidad and Tobago, Government Ministries and Departments, Accounting and Auditing Bodies, other regional and international securities regulators and any other organisation or entity with whom an association will advance the work of the Commission.

All applications should be forwarded under confidential cover and addressed as follows:

Vacancy – Internal Audit Manager

Director, Human Resources

Trinidad and Tobago Securities and Exchange Commission
Levels 22-23, Tower D
International Waterfront Centre
1 Wrightson Road
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than November 7, 2025.

The Commission thanks all applicants for their interest; however, only shortlisted candidates will be contacted.