



STAFF RECRUITMENT

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

INTERNAL AUDIT OFFICER **IN THE INTERNAL AUDIT DEPARTMENT**

A. Job Summary

The incumbent will support the Internal Audit (“IA”) Manager in performing financial, compliance, operational, performance and IT audits or any other applicable areas in order to fulfil the mandate of the Internal Audit Department.

The incumbent will also be responsible for executing assigned Internal Audit assurance and consulting assessments as outlined in the Internal Audit Plan as well as special requests assigned by Internal Audit Manager.

B. Responsibilities / Accountabilities

- Assist the IA Manager with preparation of the risk-based Internal Audit Plan;
- Execute assigned internal audit assurance assessments in accordance with the approved Internal Audit plan and special requests assigned by Internal Audit Manager;
- Document findings and recommendations and maintain Working Paper after review of systems, policies and procedures;
- Prepare draft reports inclusive of audit objective, scope, proposed risk ratings, findings and proposed recommendations for submission to Internal Audit Manager;
- Participate in closing conference meeting with business process owners to discuss findings and recommendations; and
- Perform other job-related duties as required.

C. Minimum Qualifications and Experience

- Recognised professional qualifications: BSc Accounting/Information Technology (IT), ACCA, CIA.
- Three (3) years’ relevant work experience.
- Experience in a computerized environment and familiarity with computerized accounting systems, in particular QuickBooks.
- Any other equivalent combination of education, training and experience will be considered.

D. Competencies

Technical Competencies:	Behavioural Competencies:
<ul style="list-style-type: none">• Knowledge of accounting principles and procedures.• Investigative and interviewing skills• Planning, organizing and budgeting skills• Analytical skills to assess and interpret trends• Multi-tasking and execution skills• Excellent communication and presentation skills• ICT/IT tools and techniques• Industry, regulatory standards including International Standards for the Professional Practice of Internal Auditing (IPPF).	<ul style="list-style-type: none">• Integrity & confidentiality• Customer Orientation• Initiative/Drive• Teamwork/Cooperation• Relationship Building• Interpersonal understanding• Flexibility/Adaptability

E. Key Contacts

Internal: Internal Audit Manager, Management

External: Government Ministries and Departments, Statutory Bodies & Auditors.

Salary Range - \$10,753 - \$19,888

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

Vacancy – Internal Audit Officer

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 February 25, 2025.

The Commission thanks you for your interest, however, only shortlisted candidates will be contacted.