



MANAGER, INTERNAL AUDIT

To assist e Teck's management in accomplishing its objectives by bringing a systematic and disciplined approach to evaluating and recommending improvements to the effectiveness of risk management, control and governance processes across the organization.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Perform organizational risk assessment and use as a basis to prepare the annual internal audit strategic plan.
2. Prepare audits for approval by the Board of Directors or appointed sub-committee, the annual schedule of audit projects, that would assess the effectiveness of e Teck's controls, accuracy of its record-keeping and efficiency of operations
3. Review through on-going audit procedures, records pertaining to all assets, equipment, buildings, investments and staff to determine degree to which they are utilized.
4. Analyse data, prepare reports and make recommendations for improvements to e Teck's internal control and governance processes as per approved audit activities
5. Conduct special studies for management
6. Assist External Auditors in the conduct of their audit. Assist the President in reviewing External Auditor's Reports as required
7. Review the operations, programmes and projects to ascertain whether results are consistent with e Teck's established objectives and goals
8. Sit in on committees and sub-committees in an advisory capacity as requested
9. Communicate the results of audit and consulting projects via written reports and oral presentations to management and the Board of Directors.
10. Direct audit staff in the planning, organizing, directing and monitoring of Internal Audit operations
11. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
12. Perform any other duties as required by the job function.
13. Source/Co-source/contract specialist audit knowledge and skills as and when required.

MINIMUM REQUIREMENTS:

1. At least 5 years ACCA post-qualification experience OR a BSc in Accounting with commensurate experience.
2. Eight (8) years in Auditing and Accounting, four (4) of which must be at a Senior Level.
3. Further/enhanced optional requirements: IIA (Institute of Internal Auditors), CISA (certified information systems auditor), CISM (Certified Information Security Manager), CFE (Certified Fraud Examiner) etc.

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Sound knowledge in International Financial Reporting Standards and Statements of Auditing Standards and accounting principles
2. Knowledge of management information systems terminology, concepts and practices
3. Knowledge of industry program policies, procedures, regulations and laws
4. Skill in conducting quality control reviews of audit work products
5. Good negotiating issues and resolving problems skills
6. Excellent written, verbal communication and presentation skills
7. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment
8. Thorough understanding of the external audit process.
9. Knowledge skills and experience in Quality and Environmental management systems.
10. Knowledgeable in enterprise risk management methodologies.

All interested suitably qualified applicants should submit their resumes by **March 13, 2025.**

Unsuitable candidates will not be acknowledged.

To careers@eteck.co.tt
Subject: **Vacancy –Manager, Internal Audit**