



THE BANK OF NEVIS LIMITED

VACANCY

The Bank of Nevis Ltd was incorporated on August 29th, 1985 under the laws of the Federation of St. Christopher and Nevis and opened its doors for business to the public on December 9th, 1985. It was created out of a desire to provide banking services to the local community with the hope that this would assist with the development of the island's economy. The Bank of Nevis Limited offers comprehensive services including a variety of deposit accounts with attractive rates of interest, credit and debit cards and loans.

The Bank of Nevis Limited invites applications from suitably qualified persons to fill a position of:

ADMINISTRATIVE ASSISTANT - INTERNAL AUDIT

Position Summary:

The incumbent in this position will be required to provide hands-on support to the Chief Internal Auditor. The Administrative Assistant must be able to function effectively in a highly demanding environment and tackle a diverse range of job duties inclusive of Secretariat and Secretarial services to the Chief Internal Auditor and the Audit & Compliance Committee. He/she will maintain a high level of customer service while exercising independent judgment in prioritizing fluctuating demands.

Main Duties and Responsibilities:

- Assist the Internal Audit department in drafting risk based internal audit reports based on results of audit or other projects and work with management to develop their response to the audit observation and related recommendation.
- Manages the Chief Internal Auditor's calendar - prioritizing appointments and proactively resolving conflicts.
- Proactively creates and maintains effective workflow and communications to accomplish the work of the Chief Internal Auditor which includes the handling of a variety of projects and tasks simultaneously.
- Responds to phone, email and in person enquiries – providing general information and referring enquiries to appropriate sources based on a broad knowledge of the Bank's priorities, procedures, protocols and personnel.
- Provides secretariat and secretarial support to the Audit Committee by typing and distributing minutes, preparing agenda packages, arranging meeting dates/times, contacting participants, and extensive follow-up on items as needed up to and including drafting annual reporting documents. Attends meetings, as required, to record Minutes.
- Maintains confidentiality, tact and respect at all times.
- Prepares, gathers, and relays confidential information and material on a regular basis.
- Maintains records regarding vacation and leave for staff reporting to the Chief Internal Auditor including verifying dates and posting on Chief Internal Auditor's calendar.
- Ensures a safe and healthy work environment by complying with the Bank's health and safety policies, standard practices, and programs in keeping with occupational health and safety legislation and regulations.
- Organizes and schedules meetings with Management/Staff/External Auditors, including contacting participants, booking rooms, ordering refreshments, as required for the Chief Internal Auditor.
- Liaise with the Finance and HR department to organize travel arrangements for the Chief Internal Auditor, as required, including booking flights, hotel accommodation and providing directions.
- Reviews, actions and distributes all incoming correspondence for the Internal Audit department as well as manages all outgoing correspondence.
- Types, formats, copies, distribute, files and retrieves correspondence, reports and documents of a routine or confidential nature.
- Maintains a comprehensive filing system for the Internal Audit department.
- Maintains the image of the Chief Internal Auditor by ensuring that all correspondence prepared for the Chief Internal Auditor's signature adheres to a consistent and professional standard as identified by the incumbent.
- Performs other related duties as assigned.

Required Qualifications and Experience:

- Minimum of two years at a similar position interacting with Board of Directors and Senior Management.
- Ability to multi-task and work with fluctuating priorities, time lines, and resources.
- Ability to meet short and long-term deadlines; anticipatory and planning skills.
- Excellent organizational skills.
- Solid interpersonal skills and ability to build productive working relationships and networks.
- Professionalism and confidentiality.

Required Competencies:

- Bachelor's degree.
- Professional Secretarial certification an asset
- Excellent computer skills with high-level experience and ability to produce complex documents in multiple office systems including MS Word, PowerPoint, and Excel.
- Experience preparing agendas, minutes, letters, and memos.
- High level of expertise in all areas of modern office practice and procedures

All applications should be submitted with detailed Curriculum Vitae and the Bank's application form which is available on the bank's website www.thebankofnevis.com. Applications should be submitted no later June 11, 2018 to:

**Human Resource Manager
The Bank of Nevis Limited
P O Box 450, Main Street
Charlestown, Nevis
Email: - info@thebankofnevis.com**

Please note that only those candidates selected for an interview will receive an acknowledgement.