



# THE BANK OF NEVIS LIMITED

## VACANCY

*The Bank of Nevis Ltd was incorporated on August 29<sup>th</sup>, 1985 under the laws of the Federation of St. Christopher and Nevis and opened its doors for business to the public on December 9<sup>th</sup>, 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:**

### **SENIOR INTERNAL AUDITOR**

#### **Position Summary:**

The Senior Internal Auditor reports directly to the Chief Internal Auditor. The Senior Internal Auditor must be project oriented to ensure timely and efficient completion of audit projects, inclusive of preplanning and wrap up activities, in fulfillment of the mandate of the Internal Audit department. Manages and directs daily activities of internal auditors. Applies risk and control concepts to scenarios encountered and identifies any potential issues. Communicates identified issues with Chief Internal Auditor to ensure any potential concerns are addressed in a timely and effective manner.

#### **Main Duties and Responsibilities:**

- Assists in the development of the annual risk-based internal audit plan.
- Assists in the Administration of an internal audit management software application.
- Evaluates the adequacy and effectiveness of internal controls.
- Prepares audit programs and testing procedures for approval by the Chief Internal Auditor, ensuring audit objectives and scope address key risks identified.
- Communicates assigned tasks to engagement team in a manner that is clear and concise ensuring high quality, accurate, and efficient results
- Plans, supervises and conducts fieldwork of approved audit projects.
- Obtains and reviews evidence ensuring audit conclusions are well-documented
- Conducts entrance and exit interviews with audit clients.
- Prepares draft reports for approval by Chief Internal Auditor.
- Monitors and reports quarterly on implementation of audit recommendations.
- Ensures adequate focus on personal professional growth relevant to taking on more challenging assignments, in line with International Internal Auditing Standards.
- Undertakes special assignments and perform other related duties as assigned.

#### **Required Qualifications and Experience:**

- Bachelor's degree in accounting, banking, technology, pursuing Internal Audit designation or the equivalent combination of Education, training, and work experience.
- A minimum of 3 years Financial services experience at supervisory level.
- Minimum of 2 years' internal audit work experience at a senior level.
- Must be a member of the IIA.

#### **Required Competencies:**

- Ability to work independently, with limited direction and guidance.
- Excellent analytical, problem solving and verbal communication skills.
- Knowledge of audit procedures, including planning, interview techniques, test and sampling methods involved in conducting audits
- Excellent presentation and report writing skills.
- Supervisory, interpersonal, team and relationship building skills.
- Ability to multitask, meet deadlines and adapt to changes quickly.
- Demonstrate integrity, values, principles and work ethics.
- Proficient in the use of MS Suite/Analytics software.
- Knowledgeable of COSO and COBIT frameworks.

*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](http://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](mailto:info@thebankofnevis.com)**

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