



## **NOTICE OF VACANCY**

The Tobago Festivals Commission Limited is seeking to recruit a suitably qualified and experienced candidate to fill the following position:

- **Internal Audit Manager** (see below for Job Description)

Interested applicants are kindly asked to submit their Cover Letters and CVs to [hr.tfcl@gmail.com](mailto:hr.tfcl@gmail.com). The name of the position applying for should be included in the subject of the email. The deadline for application is May 15, 2020 at 4:00 p.m.

### **INTERNAL AUDIT MANAGER**

Independently and objectively evaluates the organization's operations and assesses the adequacy of the system of internal controls for managing and mitigating risks. The IAM ensures compliance with relevant laws and regulations, corporate governance best practices and operating in an ethical manner. The individual must objectively assess the Company's business processes and assess the risks and the efficacy of its risk management efforts.

#### **KNOWLEDGE AND EXPERIENCE:**

- Proficiency in Microsoft Office Suite
- Exposure to and participation in specific auditing training, seminars and conferences.
- Excellent analytical and investigative skills with the ability to think and act independently.
- Knowledge of accounting principles and procedures.
- Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports
- 8 or more years' experience in a similar position.
- 8 or more years supervising staff at a professional level.
- Experience in a computerised environment and familiarity with computerised accounting systems, in particular QuickBooks.

#### **QUALIFICATIONS:**

- A Recognised professional auditing designation such as Certified Internal Auditor (CIA), Certified Professional Auditor (CPA) or Certified Information Systems Auditor (CISA).
- A professional certification in a related field (ACCA, CPA, CMA) or a first degree in Accounting, Finance or Business
- Sound understanding of IFRS (International Financial Reporting Standards) and IIA Standards for Professional Practice of Internal Auditing.
- Consideration will be given to any equivalent combination of qualifications, skills and experience.