

JOB DESCRIPTION						
JOB TITLE	Senior Manager, Internal Audit Operations					
DIVISION	Integrity Promotion	DEPARTMENT	Internal Audit			
REPORTS TO	Chief Internal Audit Executive	SUPERVISES	Manager Compliance & Corporate Services and Manager Operations & Technical Services			
JOB SUMMARY	Senior Manager, Internal Audit Operations is responsible for, overseeing risk assessments, internal audit plans, Board Audit and Risk Committee preparation, reporting, quality control, mentoring and coaching. The Senior Manager, Internal Audit Operations will also be required to complete strategic plans, update methodologies and manuals for best practice and establish and monitor performance metrics through the use of IT and analytics.					
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE						
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> Professional qualification from a recognized professional body e.g., CFA, CIMA, ACCA or Master's degree in a business-related field. Preferred additional – Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) 					
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> Working knowledge of relevant legal and regulatory requirements both locally and regionally. Knowledge of fraud investigations. Practical knowledge of executing a Quality Assessment Improvement Programme. Practical knowledge of the Institute of Internal Auditors' 2024 International Professional Practices Framework (IPPF). Knowledge of Computer Assisted Auditing Techniques such as Audit Command Language (ACL). Knowledge for Internal Control Self-Assessments (ICSAs). 					
EXPERIENCE	<ul style="list-style-type: none"> Seven (7) years progressive experience in internal auditing, three (3) of which must be at Managerial Level. Proven track record of successfully managing and leading internal audit teams. Experience with COSO frameworks and internal control frameworks. 					
OTHER	<ul style="list-style-type: none"> Any equivalent combination of education and experience. 					
COMPETENCIES						
BEHAVIORAL COMPETENCIES	COMPETENCY	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
	Attention to detail					
	Communication					
	Continuous learning					
	Conflict resolution					
	Client orientation					
	Decision making					
	Emotional intelligence					
	Ethics, integrity and transparency					
	Leadership					
Organizational knowledge and awareness						

	Strategic thinking					
	Analytical skills					
	Teamwork					

TECHNICAL COMPETENCIES

TECHNICAL COMPETENCIES	Research					
	Data analytics					
	Financial analysis					
	Project Management					
	Change Management					
	Business Analysis					
	Process Re-engineering					
	Organisational governance					
	Fraud Management					
	Risk Management					
	Internal Controls					
	Strategic planning and management					
	Audit and assurance planning					
	Quality Assurance and Improvement Program					
	IT Governance and Control Frameworks					
	Audit management software					
	Visualization Tools					
	Proficiency in Microsoft Office Suite					

RESPONSIBILITIES AND ACCOUNTABILITIES

- Develop a comprehensive and sustainable Internal Audit strategy in alignment with TTRA’s Corporate Strategic Objectives, areas of high risk and strategic priorities.
- Engage with the Internal Audit Management team about the Internal Audit’s Strategic Plan, Vision, and Mission, emphasizing how these high-level organizational objectives translate into specific audit priorities and areas of focus.
- Conduct the annual risk assessment exercise and the development of a comprehensive risk based, annual audit plan that targets the highest risk areas identified.
- Develop and execute an annual audit plan which provides adequate coverage of the key risks of the TTRA.
- Direct and guide the annual audit plan for the Compliance and Operational teams ensuring that the audits are executed effectively and efficiently, leveraging technology and key risks as well as mitigating controls are considered.
- Monitor and assess the performance of the Compliance and Operational teams within the Department in achieving goals and targets and introduces strategies to eliminate identified performance gaps.
- Prepare the Audit Committee Meeting Agenda and coordinates the completion of required reports for submission at the meeting.

- Guide the preparation of the Department's annual estimates and execute the operations within the approved Budgetary Allocation.
- Establish, maintain and report annually on a quality assurance and improvement programme designed to evaluate the effectiveness of all aspects of the Internal Audit's operations and management and continuously monitors Internal Audit's conformance with the Definition of Internal auditing and the International Standards for Professional Practices Framework (Standards).
- Execute periodic independent evaluations on the effectiveness of the Authority's Internal Controls and activities for managing significant risk, including fraud risks.
- Implement monitoring mechanisms to provide assurance and an annual opinion to the Board and the Executive Management Team on the effectiveness's of Risk Management and strength of the Internal Control environment in managing and reducing the organization's risks.
- Establish appropriate systems to monitor and confirm management's corrective actions to Internal Audit and External Auditors' recommendations and certifies that the implementation has been effectively completed.
- Co-ordinate internal auditing activities with External Auditors and Outsourced service providers to deliver optimal audit coverage and assurance at a reasonable cost.
- Evaluate the adequacy of the Authority's compliance systems in gauging the levels of compliance with applicable laws, policies, procedures and processes throughout the Authority and recommends corrective actions.
- Review the Authority's Governance structures and processes, advises on improvements aimed at promoting appropriate ethics and values.
- Review draft, Authority wide, policies and make recommendations on best practices to ensure that the Governance, Risk, Control and Compliance processes are adequately addressed within the relevant policies.
- Prepare and submit department's monthly performance/ activity report to the CIAE.
- Remain updated on relevant tools, methodologies, and technology.
- Perform other job-related duties as required.

Please email your CV and cover letter to: careers@hrc-associates.com addressed to:

Senior Consultant, HRC Associates Limited, #3 Marli Street, Queen's Park West, Port of Spain, Trinidad & Tobago.

Closing Date: September 1st, 2024

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.