



TTT LIMITED

## INTERNAL AUDITOR

### Job Description

<b>Job Title:</b> Internal Auditor	<b>Reports to:</b> Board of Directors
<b>Directly Supervises:</b> • N/A	<b>Department/Level:</b>
	<b>No. of Pages:</b> 2
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<b>Current Version:</b>	<b>Effective Date:</b>
<b>APPROVALS (Signature/Date)</b>	
<b>Chief Executive Officer/Date</b>	<b>Human Resource Manager/ Date</b>

#### 1. Job Function

The **Internal Auditor** is responsible for monitoring, documenting and evaluating the internal controls, processes and policies of TTT Limited to ensure that all risks are being managed effectively and in compliance with regulatory principles, industry standards and state enterprise guidelines. The incumbent is required to conduct internal audits, prepare reports of findings, provide sound recommendations and follow-up on the execution of audit recommendations **All activities must conform to organizational guidelines and standards and to all legal requirements.**

#### 2. Principal Duties and Responsibilities

1. Prepare an annual audit cycle for approval by the Board of Directors and thereafter execution
2. Provide general advice to the respective Heads of Departments, Chief Executive Officer and Board on audit matters
3. Review and assess Company-wide systems, policies and procedures to ensure compliance with a view of recommending systems/controls to mitigate against risks to the Company
4. Monitor the status of audit recommendations
5. Execute investigations and special audits into activities, irregularities or variances with respect to the Company's mandate and notify the Board of Directors of findings recommending the required corrective actions
6. Act as Company's advisor and liaison officer with statutory bodies and ensure compliance with tax regulations
7. Generate comprehensive audit reports and oversee the implementation of approved audit recommendations
8. Perform other duties commensurate with the role of Internal Auditor



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### 3. Personal Attributes

- Confidential
- Analytical
- Intuitive
- Excellent judgment
- Detail oriented
- Proactive
- Excellent communication skills

### 4. Qualifications and Experience

- Bachelor's degree in Business Administration, Management or Accounting
- ACCA Certified
- Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) or Certified Fraud Examiner (CFE) will be an asset
- Registered with the Institute of Internal Auditors (IIA)
- Professional certification will be an asset
- Minimum of three (3) years experience in a similar position
- Advanced proficiency in Microsoft Office

### 5. Knowledge, Skills and Abilities

- Excellent knowledge and application of International Accounting Standards (IAS)
- Knowledge of the State Enterprise Performance Monitoring Manual (SEPMM)
- Able to oversee multiple projects concurrently to ensure successful and timely completion of same
- Able to analyse and interpret Laws and Regulations
- Very good interpersonal and communication skills
- Very good investigative, analytical and problem solving skills.