



INTERNAL AUDITOR

JOB DESCRIPTION

Job Level & Grade: Management / Professional	Department: Internal Audit
Location: Port of Spain Head Office	Direct Supervision: None
Reports To: Board of Directors/Supervisory Committee; Administratively to the General Manager	Last Review Date: October 1st, 2025,

POSITION SUMMARY

The Internal Auditor provides independent, objective assurance and advisory services that help the Board, Supervisory Committee and Management maintain strong controls, reduce risk and secure a clean external audit. Acting as the Board's "eyes and ears", the role independently assesses risk exposures, evaluates controls (including IT and physical security), investigates suspected irregularities, and makes practical recommendations to mitigate risk and strengthen governance. This position is independent of operational management with no budget authority.



CORE COMPETENCIES & RESPONSIBILITIES

Risk-Based Audit Planning & Execution

- Develop and maintain an annual risk-based internal audit plan (scope, timing, resource estimates) for Board approval.
- Execute audits against the plan: plan fieldwork, test controls, document findings, prepare working papers and draft concise audit reports with risk-rated recommendations.
- Ensure audit work is evidence-based, follows professional standards and is sufficiently robust to support Board decisions and external audit coverage.
- Support the Supervisory Committee's risk-based audits.

Investigations & Prevention

- Lead investigations into suspected fraud, misappropriation or serious control breaches; gather evidence, interview stakeholders, prepare case files and recommend disciplinary or criminal referrals where appropriate.
- Maintain and update the fraud risk framework and detection procedures; recommend control enhancements to prevent recurrence.

IT, Cybersecurity & Physical Security Reviews

- Assess IT general controls, access management, patching, backup/disaster recovery, and cybersecurity; review third party IT controls and integrations for Sharetec (core banking systems) and others.
- Review physical security controls (branch layout, cash handling, vaults, CCTV, access cards) to reduce robbery and theft risk; recommend mitigating controls.

Branch & Operational Audits

- Conduct branch audits (cash counts, teller controls, ATM controls, vault and float checks), operational reviews and surprise spot checks; document findings and monitor remediation.
- Verify adherence to policies and procedures that protect member funds and data.
- Plan and conduct periodic operational audits on member deposit accounts.
- Conduct regular accounting department audits: member transaction processing, bank reconciliations, controls, compliance etc.

Compliance & Reporting

- Evaluate compliance with the Cooperative Societies Act, WCU's bye-laws, statutory requirements and applicable regulations; report material non-compliance to the Board and Supervisory Committee.
- Liaise with external auditors, regulators and the Supervisory Committee to coordinate audit coverage, share findings and minimise duplication.

Risk Monitoring & Mitigation

- Track management action plans and confirm implementation of agreed recommendations via follow-up reviews; report status and residual risk trends to the Board.
- Contribute to enterprise risk assessments and advise on control design to mitigate high and critical risks.

Communication & Advisory

- Produce clear, timely audit reports and board briefs; present findings and remediation priorities to the Board and committees.
- Maintain professional competence through continuing education; research best practice and propose improvements to the internal audit methodology.
- Other related duties.



QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business, or a related field, or professional audit or accounting qualification (CIA, ACCA, CPA, CA) or equivalent.
- 3–5 years progressive internal audit, external audit or risk/compliance experience.
- Financial literacy and experience auditing financial controls with training or experience in forensic investigation, fraud examination and/or cybersecurity auditing.
- Experience in a financial services or credit union environment, and familiarity with core banking systems (e.g., Sharetec) and IT audit practices.



REQUIRED SKILLS

- Excellent analytical, risk-assessment and report-writing skills with keen attention to detail.
- Sound financial acumen with ability to interpret financial statements and accounting controls.
- Practical knowledge of IT general controls, cybersecurity fundamentals and physical security considerations.
- Proven investigative skills, interview technique and ability to prepare prosecutable case files.
- Strong time management, planning and the ability to manage multiple engagements within deadlines.
- High ethical standards, professional skepticism and a proven independent thinker.
- Strong documentation and evidence-gathering skills.



PERSONAL ATTRIBUTES

- Independent, objective, skeptical and courageous – prepared to escalate issues when necessary.
- Discreet, trustworthy and respectful of confidentiality.
- Calm under pressure, methodical, and resilient.
- Credible communicator able to influence senior management and the Board.



PERFORMANCE STANDARDS

External Audit Outcomes:

- Clean or materially unqualified external audit with no significant unresolved control deficiencies.

Risk Reduction:

- Measurable reduction in residual risk exposure for high/critical risk items over review periods.

Timeliness:

- Percentage of audits completed on schedule and audit reports submitted within agreed timeframes.

Investigations:

- Timely completion of fraud investigations and appropriate resolution/escalation; quality of evidence.

Follow-Up & Resolution:

- Percentage of agreed management actions implemented within agreed dates.

Stakeholder Satisfaction:

- Supervisory Committee/Board satisfaction with audit coverage, responsiveness and usefulness of recommendations.



RECEIVED BY:

Name:

Date:

Signature: