

G. A. Roe & Sons Limited

Is seeking the services of an **INTERNAL AUDITOR**; Applicants must meet the following requirements:

QUALIFICATION REQUIREMENT

- **MINIMUM REQUIREMENTS:** Bachelor Degree in Accounting, or Computer Science/Information Technology, or Business related field. Minimum of two (2) years experience in Auditing, Accounting or Information Technology

DUTIES & RESPONSIBILITIES

- To assist in working with the Audit Committee, Board of Directors and Management to ensure a system is in place to identify and analyze all major risks of the group on an annual basis.
- To assist in evaluating control efficiency and effectiveness and provide Management and the Board of Directors assurance that the controls in place are adequate to respond to the major risks identified.
- To assist in planning, organizing and carrying out the Internal Audit function including the preparation of an audit plan which fulfills the responsibility of the department, scheduling and estimating resource needs and executing the plan.
- To assist in reporting to both the Audit Committee and Management on the policies, program and activities of the department.
- To assist in coordinating coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.
- To assist in making recommendations on the systems and procedures being reviewed, report on the observations and recommendations and monitor Managements' response and implementation.
- To assist in reviewing and reporting on the accuracy, timeliness and relevance of the financial and other information that is provided for Management.
- To assist in promoting and demonstrating and professional Code of Ethics that upholds the principles of integrity, objectivity, confidentiality, and competency.
- Travel may be required to other businesses within the Roe Group.

KNOWLEDGE AND SKILLS

- Critical thinking and business process analysis.
- Excellent verbal and written communication skills; presentation skills.
- Excellent interpersonal and organizational skills.
- Ability to analyze and interpret data.
- Ability to maintain a high level of confidentiality.
- Ability to maintain records, prepare reports and compose correspondence related to the work.
- Effective, efficient and timely execution of assigned tasks.
- Proficiency in the use of computers and applications for data analysis, Excel, Microsoft Word, Power Point and relevant accounting software.

KEY COMPETENCIES & ATTITUDES

- Must enjoy reading and writing, be a team player, self-starter, flexible, dependable, honest, and have a strong work ethic.

Salary is negotiable based on qualifications and experience. Interested persons can send their applications along with two professional letters of reference (preferably one from a most recent employer) with a copy of a Police Record/Receipt to:

HR@roesons.com No later than 21st January 2022

Place in subject: **Internal Auditor**