



WE'RE HIRING

For over half a century, G. A. Roe & Sons Ltd. and the Roe Group have been an important part of Belize's business community and responsible corporate citizens.

Our companies have contributed to national growth in tourism, transportation, and distribution as we follow our vision of constant evolution. We pride ourselves on a long history of doing what's right for the Country, the Community, the Environment, and our Team.

G. A. Roe & Sons Ltd. is seeking the services of an **INTERNAL AUDITOR** who is passionate about auditing and improving business processes. Applicants must meet the following requirements:

PRIMARY FUNCTION:

The Internal Auditor will be responsible to assist the Internal Audit team with reviewing, analyzing and evaluating the Company's processes, operations and goals, to improve the effectiveness of governance, risk management and controls. The Internal Auditor will provide objective, professional advice to all levels of management and staff on the accuracy of records and financial statements, compliance, fraud risks, data inaccuracies, promoting ethics, and paving a path toward continuous improvement.

QUALIFICATION REQUIREMENT

- Bachelor's Degree in Accounting, Business Administration, Computer Science or related field with a minimum of two (2) years experience in Auditing, Accounting or Information Technology.

KNOWLEDGE & SKILLS

- Critical and Analytical thinking and business process analysis and IT Auditing.
- Excellent verbal and written communication skills; presentation skills.
- Excellent interpersonal and organizational skills and enjoys reading.
- Ability to analyze and interpret data and maintain a high level of confidentiality.
- Effective, efficient and timely execution of assigned tasks.
- Proficiency in the use of computers, Excel, Microsoft Word, Power point and relevant financial and accounting software.

DUTIES & RESPONSIBILITIES

- 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 Roe Group on an annual basis.
- 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.
- Assist in planning and organizing the Internal Audit function including the preparation, scheduling, estimating and executing of the audit plan.
- Assist in reporting to the Audit Committee and Management on policies, programs and activities of the department.
- Assist in coordinating coverage with external auditors to brief on and address areas of concern.
- Assist in making recommendations on the systems and procedures being reviewed, report on observations and recommendations, and monitor Management's implementation.
- Assist in reviewing and reporting on the accuracy, timeliness and relevance of the financial and other information provided for Management.
- Promote and demonstrate the professional Code of Ethics that upholds the principles of integrity, objectivity, confidentiality and competency.
- Travel may be required to other companies within the Roe Group.

KEY COMPETENCIES & ATTITUDES

- Must be a leader, team player, self-starter, flexible, adaptable, driven, focused, dependable, honest, detail oriented, mature, confidential, and have a professional, strong and sound 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:

vacancy@roesons.com No later than July 26, 2024
Place in subject: **Internal Auditor**
Only shortlisted candidates will be contacted for an interview.