



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

INTERNAL AUDIT OFFICER

Job Title:	Internal Audit Officer (Non-Management)	Department:	Internal Audit
Reports To:	Internal Auditor	Based At:	Head Office
Job Purpose:			
Responsible for assisting with audits in State Enterprise, to ensure compliance with policy, internal controls, accounting standards and public sector statutory requirements.			
Key Accountabilities and Responsibilities:			
<ul style="list-style-type: none"> • Participates in the development of the annual audit plan; • Assist with evaluating financial documents for accuracy and compliance with laws and internal control policies; • Assist with review of accounting and financial record-keeping processes; • Conducts risk analysis to develop nature, timing and extent of audit work; • Determines audit objectives, strategies, programmes and procedures for individual audit assignments; • Assist with evaluating risk and control frameworks and assesses the effectiveness of these controls Company-wide; • Assist with providing recommendations to resolve governance issues identified; • Performs follow up procedures to assess whether the solutions were implemented; • Coordinates with management and staff of various departments to obtain information necessary for audit assignments; • Prepares audit reports for discussion with management and staff responsible for the area being audited; • Prepares audit working papers in accordance with professional standards, in order to create records of audit findings, recommendations and conclusions; • Reviews the working papers and draft reports of audit and provide necessary guidance; • Build collaborative relationships with all stakeholders and drive the right work ethic and appropriate behaviours, to facilitate trust and respect; • Monitors aspects of work done by Audit Assistant as directed by Internal Auditor. • Conducts field work at our landfill sites when required; • Performs any other duties as assigned by the Internal Auditor or Management. 			
Qualification and/or Experience:			
<ul style="list-style-type: none"> • ACCA Level II Certification • B.Sc. in Finance & Accounting – would be an asset • At least five (5) years’ experience in Public Sector auditing and accounting • Knowledge of International Financial Reporting Standards (IFRS) • Any equivalent combination of qualifications and experience • Knowledge of Professional Ethics 			



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Personal Competency

- Must be a team player with excellent interpersonal skills
- Good oral and written communication skills
- Excellent reporting and presentation skills
- Excellent computer skills (MS Office) and familiarity with accounting software packages
- Experience carrying out investigations and investigation interviews
- Strong problem solver with an analytical mind to understand root causes
- Detail-oriented
- Able to accurately compile data and analyze information
- Able to comprehend and interpret policies, procedures, laws, regulations and guidelines
- Able to work well both independently and as a member of a team, establishing and maintaining effective working relationships

Working Conditions

- Audit assignments would require occasional field work, **e.g., visiting the landfill sites.**
- Intermittent inter-island travel will be required.
- Must be able to work in adverse environmental factors, (e.g., dust, smoke, and heat).