



CARIBBEAN EXAMINATIONS COUNCIL
HEADQUARTERS
JOB DESCRIPTION

Job Identification	
Job Title	Internal Auditor
Division	Office of the Registrar
Location	Eastern Zone Office/Headquarters, Barbados
Reports to	The Registrar and Chief Executive Officer
Supervises	
Issue Date	
Date Revised	20 July 2020
Job Summary	
<p>This position is responsible for ensuring compliance with documented internal procedures by examining documentation, operational practices, records and making recommendations to assist with corrective action for instances of noncompliance. This will be pivotal in the organization's drive toward becoming ISO Certified and will provide quality assurance of the Council's procedures.</p>	
Key Duties and Responsibilities	
<ol style="list-style-type: none">1. Examining and evaluating of the adequacy and effectiveness of organizational governance2. Evaluation of organizational risk management3. Evaluation of internal control systems4. Organizational compliance and reporting5. Any other related duties assigned from time to time by any duly authorized person	

Key Duties and Responsibilities

1. Examining and evaluating the adequacy and effectiveness of organizational governance

- 1.1 Evaluates the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organization;
- 1.2 Evaluates means of safeguarding assets and, as appropriate, verifying the existence of such assets;
- 1.3 Evaluates the effectiveness and efficiency with which resources are employed;
- 1.4 Evaluates operations and programmes to ascertain whether results are consistent with established objectives and goals and whether the operations and programmes are being carried out as planned;
- 1.5 Monitors and evaluates governance processes;
- 1.6 Evaluates the quality of performance of external auditors and the degree of coordination with the internal audit;
- 1.7 Evaluates specific operations at the request of the Governance Body.

2. Evaluating organizational risk management

- 2.1 Evaluates risk exposure relating to the achievement of the organization's strategic objectives;
- 2.2 Assists in identifying and evaluating areas requiring audit to inform the development of the risk based audit plan;
- 2.3 Monitors and evaluates the effectiveness of the organization's risk management processes.

Key Duties and Responsibilities Continued

3. Evaluation of internal control systems

- 3.1 Develops audit schedule for CXC programmes and the associated activities;
- 3.2 Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence;
- 3.3 Conducts interviews, reviews documents and administers surveys, composes summary memos and prepares working papers;
- 3.4 Documents audit findings and prepares audit and control reports by collecting, analyzing and summarizing operating information and trends;
- 3.5 Identifies, develops and documents issues and recommendations using independent judgement concerning areas being reviewed;
- 3.6 Verifies organizational assets by comparing items to documentation;
- 3.7 Develops and maintains productive client and staff relationships through individual contracts and group meetings
- 3.8 Performs consulting and advisory services related to governance, risk management and control as appropriate for the organization.

4. Organizational compliance and reporting

- 4.1 Prepares and submits annual audit plan to the Governance Body;
- 4.2 Evaluates the reliability and integrity of information and the means to identify, measure, classify, and report such information;
- 4.3 Prepares organizational compliance report based on audit findings and presents findings to the Management Team for further action as required;
- 4.4 Reports significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Governance Body.

Key Duties and Responsibilities Continued

5. Such other duties as may be assigned by any duly authorized person from time to time

Organisational Relationships

Reports to the Governance Body and administratively to the Registrar and Chief Executive Officer. Interacts frequently with the Management Team (especially the Financial Controller), Legal and Compliance Manager, Corporate Communications Manager and the Manager, Archives and Records Management. Liaises with staff at various levels during their Departmental audits.

External Contacts

1. Governance Bodies
2. CXC's External Auditors
3. Regional Accreditation Agencies
4. External Consultants
5. Project Resource Personnel

Qualifications And Experience

1. A post-graduate qualification in the area of business management, accounting, finance, quality assurance, project management or a related field
2. A first degree from a recognized university
3. A minimum of five years' relevant experience
4. Membership of or in the advanced stage of completion of any of the following designations would be an asset
 - ACA Institute of Chartered Accountants
 - ACCA – Association of Chartered Certified Accountants
 - CPA – Certified Public Accountants
 - CIA – Certified Internal Auditor
5. Knowledge of risk management would be an asset
6. Meticulous attention to detail
7. Deadline oriented
8. Excellent analytical and problem-solving skills
9. Excellent presentation skills
10. Excellent organizational, interpersonal and communication skills
11. Proven ability to guide processes through managing and motivating a team

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____