



## **Career Opportunity – Internal Auditor**

### **PURPOSE OF JOB:**

The Internal Auditor is responsible for providing independent, objective assurance and advisory services to the Board of Commissioners (BOC) and Executive Management Team (EMT) tailored to adding value and improving the Commission's financial and general operations. This is accomplished via a risk-based, systematic, disciplined approach for evaluation and improvement of the effectiveness of governance, risk management, and control processes within the organisation. The Internal Auditor functions with the highest level of integrity and is involved in continuous learning to keep abreast of good internal audit practices, updates to standards and key trends in internal audit.

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### **TASKS AND RESPONSIBILITIES:**

- Prepares, monitors, and amends Annual Risk-Based Internal Audit (IA) Plans
- Conducts risk assessments to identify high risk areas to be audited
- Reviews and analyses significant new and emerging organisational risks and areas for further analysis
- Reviews annual reports, special reports by assurance groups and auditor general reports etc for National Carnival Commission (NCC) to identify areas for stronger controls and improvement
- Scans media for references related to the NCC in order to identify risks and opportunities
- Conducts interviews with key stakeholders to get feedback on financial and other operations e.g. current and former Chief Executive Officer (CEO), Commissioners, Managers, longstanding employees and Special Interest Groups' representatives.
- Conducts inspections via site visits to verify and validate information
- Monitors the risk profile of the NCC to ensure that IA Plan remains current
- Identifies and analyses risk mitigation strategies uses in other jurisdictions or organisations to determine applicability to identified risks in the NCC risk profile
- Prepares monthly Internal Audit Reports comparing actual Unit performance against IA Annual Plan
- Amends IA Plan if there are changes in high risk areas
- Executes audits in accordance with Annual Audit Plan
- Plans audit engagement, establishes audit criteria, and designs annual audit plan
- Collects and analyses data to extract information from relevant sources including financial and other support systems administered by the NCC; conducting field work as required
- Examines records and interviews workers to determine the extent to which transactions are recorded and there is compliance with laws and regulations
- Executes root cause analyses to identify problematic areas and determine solutions
- Evaluates impact of misalignments
- Makes recommendations to close gaps
- Closes the Annual Audit Programme
- Coordinates, organises and conducts an Audit Exit Conference
- Shares Audit Report, recommendations and management actions with clients and relevant personnel



- Advises and coaches clients in areas such as the design of accounting, data processing systems, procurement and other internal control systems or risk elements relevant to support services.
- Escalates matters according to established international standards when points of major disagreement are identified
- Prepares Internal Audit Reports for submission to Chairman of the Audit Committee (given the functional reporting requirement).
- Prepares audit assignment and monthly management Internal Audit Reports
- Distributes audit assignment and monthly management reports to the relevant personnel as required

## **QUALIFICATIONS AND EXPERIENCE**

- BSc. in Business, Finance or Accounting
- Certified Internal Auditor
- MSc. in Business, Finance, Accounting, Technology or related discipline would be an asset
- Certified Information Systems Auditor would be an asset
- Certified Fraud Examiner would be an asset
- Considerable experience (4 - 8 years) in Internal Auditing
- Or
- Through demonstrated proficiency in executing Internal Auditing functions in alignment with IIA standards

## **SKILLS AND ABILITIES:**

- Expert knowledge of public sector auditing and accounting practices
- Expert knowledge of tools and techniques used by Chief Audit Executives
- Substantial knowledge of business and management principles involved in strategic planning
- Substantial knowledge of laws and precedents including contract law
- Substantial knowledge of public sector regulations and fiscal policies.
- Specialist knowledge of information technology, including accounting, finance and data analytics.
- Specialist knowledge of electronic equipment, computer hardware and software, including accounting, finance and data manipulation applications
- Expert skills in leadership and the ability and willingness to lead, take charge, and offer professional opinions and direction
- Expert problem-solving skills as demonstrated by identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Expert oral and written communication skills
- Substantial report writing skills
- Substantial critical thinking skills by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.



- Substantial monitoring and evaluation skills in monitoring/assessing organisation's performance to make improvements or take corrective action.

**DURATION:** 2-year contract.

**LOCATION:** Port-of-Spain.

**DEADLINE:** Applicants are asked to send a Cover Letter and Resume to [vacancies@ncctt.org](mailto:vacancies@ncctt.org) by Monday, August 4, 2025 or deliver in a clearly marked envelope to:

Human Resource Manager  
National Carnival Commission of Trinidad and Tobago  
29 Victoria Avenue West  
Port of Spain

*We wish to thank all applicants for their interest. However, only shortlisted candidates would be contacted.*

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