



VACANCY

Internal Audit Administrator - Operations

JOB SPECIFICATION:

Job Title: Internal Audit Administrator - Operations	Reports Administratively To: Internal Audit Manager
Organizational Level: Supervisory	Reports Functionally To: Internal Audit Manager
Remuneration: Minimum of \$40,689.00 per annum	Employment Status: Permanent
Duty Station: Internal Audit Services, SSB Headquarters, Belmopan	

MINIMUM REQUIREMENTS:

Applicants must demonstrate the following combination of minimum academic qualification, experience, core, functional and technical competencies, and other knowledge and skills for the role:

Qualification and Experience:	Bachelor's degree in accounting business management, finance or other closely related discipline, with at least (3) three years supervisory experience in accounts, operations, audit and social security regulations OR Associate Degree in business management, finance, accounting, or other closely related discipline, with (5) five years of supervisory experience in accounts, operations, audit and social security regulations.		
Core Competencies:	Achieving Results	Build Trust	Building and Maintaining Relationships
	Effective Delegation	Resilience	Personal Credibility
	Enabling Optimal Performance	Providing Motivational Support	
*Functional Competencies:	Business Acumen	Internal Audit Management	Governance, Risk, and Control
	Audit Communication	Persuasion and Collaboration	Critical Thinking
	Internal Audit Delivery	Improvement and Innovation	
*Technical Competencies:	International Professional Practices Framework (IPPF)	Ethics and Internal Audit Core Principles	Role of Internal Audit in Risk Management

**Adapted from the IIA Competency Framework.*

SUMMARY OF ROLE AND RESPONSIBILITIES:

- Help to accomplish the organization's objectives by a systematic disciplined approach to evaluate and improve the efficiency and effectiveness of operations in its risk management, control, and governance process.
- Lead the development of a risk-based annual audit plan in alignment with the organization's strategic objective, detailing the scope, nature, and timing of audit activities.
- Lead, coach, and train a work team by executing professionalism guided by IPPF in the scope of audit engagements and consulting activities.
- Support and monitor the performance of employees on an ongoing basis and identify successes and areas requiring improvement for individual performance and team development.
- Execute audit fieldwork in line with the audit program; document activity flows to identify key risks for testing of controls.
- Present audit reports and follow up on corrective action taken to improve deficient conditions.
- Assist in the overall evaluation of enterprise risk management effectiveness and contribute to the improvement of the process.
- Provide an objective evaluation of process systems and operations to determine whether internal controls are in place to mitigate risk.
- Assist management with the evaluation of internal controls used to detect or mitigate fraud, evaluate the organization's assessment of fraud risk, and may be involved in a fraud investigation.
- Assist in the preparation of the internal audit budget; prepare quarterly and annual reports.

APPLICATION SUBMISSION:

APPLICATION DEADLINE: no later than 3:00 p.m. MAY 3, 2024

Completed Application along with resume, valid police report and two letters of recommendation may be submitted by email to:

General Manager, Human Resources Services at odakers@socialsecurity.org.bz

Copy emails to: seholder@socialsecurity.org.bz

Please indicate on email subject line: **Application – SSB Internal Audit Administrator - Operations**