



The Cayman Islands National Insurance Company invites applications from suitably qualified Caymanians for the post of:

Internal Auditor

SALARY: CI\$70,224 - \$85,560 PER ANNUM

Reporting to the CINICO Board of Directors, and the Chairman of the Board's Finance & Audit Committee, the internal auditor will perform the role of lead auditor in the planning and execution of a portfolio of audit subject areas and will provide consulting and advice to Management and the Board.

PRINCIPAL ACCOUNTABILITIES:

- Complete financial, operational, and compliance audits across CINICO, including:
 - Plan and execute all assignments in accordance with the Standards for the Professional Practice of Internal Auditing.
 - Conduct relevant research including liaising with other relevant audit functions, develop KNOB (Knowledge of Business), including Key Performance Indicators and Key Controls, and carry out effective risk assessments to establish audit direction, focus and strategy.
 - Compile, analyse, and complete all pertinent information to prepare audit objectives, scope, and methodology; time budgets for accomplishing the assignment; systems documentation of controls and information flows; assessment of risks within the operations; and audit test steps for effectively auditing agency's systems and supporting audit conclusions.
 - Conduct research on best business and financial management practices in the development of audit testing criteria and test steps, to ensure adequate systems assessment and analysis.
 - Coordinate and solicit cooperation from auditee staff and management, including arranging for and attending opening meetings to communicate the audit objectives and criteria to the auditee prior to commencement of the audit.
 - Perform all aspects of the audit including identifying and defining significant audit queries to be resolved; developing evaluation criteria; conducting compliance and substantive tests of controls and transactions; performing analytical reviews of financial and operational reports and other audit evidence; conducting interviews and resolving queries with auditee management and staff; and preparing sufficient, reliable audit working papers in order to provide evidential support for all audit findings and conclusions.
 - Document all audit work and ensure completion of all steps, including clearance of all notes and signoff.
 - Use professional judgement in developing and documenting competent and sound audit conclusions and recommendations.
 - Discuss and clarify audit findings with relevant management, and secure initial response and acceptance from management prior to completion of audit fieldwork.
 - Prepare written reports of findings on systems' deficiencies and non-compliance, audit conclusions against the objectives, the root causes, and effects of these deficiencies on the agency's operations and include appropriate recommendations and corrective action plans.
- Carry out special investigations and consulting assignments at the request of management

- or the Chairperson, using discretion, integrity, and professionalism.
- Prepare status reports and follow up on audits and audit points.
 - Keep abreast of current developments within the internal audit, corporate governance, accounting, and general management disciplines to apply current methodologies and best practices to the evaluation of agency's management systems.

KNOWLEDGE, EXPERIENCE & SKILLS:

- The post holder should at minimum possess a Bachelor's degree in a business-related discipline, and a professional qualification (CIA, CPA, ACCA, or CA) with a minimum of 3 years post-qualification experience in auditing, accounting, business analysis or program evaluation. (CIA – Certified Internal Auditor, CPA – Certified Public Accountant, ACCA – Association of Chartered Certified Accountants, CA – Chartered Accountant).
- Must possess a minimum of 3 years full-time experience conducting internal audits based on the Standards for the Professional Practice of Internal Auditing.
- CFE (Certified Fraud Examiner) or CISA (Certified Information Systems Auditor) certifications and experience conducting fraud investigations are highly desirable but not essential.
- Considerable knowledge of, and skill in applying internal auditing and accounting principles and practices, as well as management principles and best business practices in the areas of financial and strategic management is necessary.
- Must display a high level of self-motivation and initiative, and must have the ability to apply professional judgement, experience, and the available facts in determining the adequacy of audit scope and tests required to achieve audit objectives.
- Must possess considerable skill in collecting and analyzing complex data, evaluating information, and drawing logical conclusions, including the ability to assimilate complex data or diverse information within a short timeframe.
- Must possess considerable knowledge and skills in establishing audit objectives, scope, audit budgets, audit test programs/plans, in identifying problem areas and developing alternative solutions, as well as relating audit findings back to the originating cause of the deficiencies to make effective audit recommendations.
- Working knowledge of computerised systems and relevant risks and controls within a computerized environment.
- Must possess considerable project management skills to meet multiple assignment deadlines.
- Must have the ability to work independently without supervision and must possess a high level of initiative.
- Considerable skill in the use of computers for word processing, spreadsheets, flowcharting, working papers and CAATS (ACL, TeamMate, AllClear, Microsoft Visio) to prepare reports, memos, summaries, and analyses.
- Considerable skill in negotiating issues, resolving conflicts, and in appreciating problems experienced by diverse professions.
- The ability to speak and write in a clear, concise, and organized manner, using correct grammar, to make presentations, conduct interviews and prepare business reports are essential.

Salary will be commensurate with experience. Pension and health insurance benefits are provided as required by law. **Only applicants who are short-listed for interview will be contacted.**

Cover Letter & CV should be sent to:

**HR Manager
CINICO
P.O. BOX 10112, Grand Cayman, KY1-1001
E-mail: humanresources@cinico.ky
*APPLICATION DEADLINE: September 17, 2021***