

POSITION ANNOUNCEMENT

JOB TITLE	CHIEF INTERNAL AUDITOR
TYPE OF VACANCY	SENIOR MANAGEMENT
SCHOOL/DEPARTMENT	OFFICE OF THE PRESIDENT
SUMMARY	<p>The Chief Internal Auditor (CIA) will be charged with the formation of The College's Internal Audit Department. The CIA will be responsible for designing, preparing and implementing a risk based audit plan to assess and recommend improvements in key operational and financial activities and internal controls. The CIA will examine and contribute to the ongoing effectiveness of internal controls and establish an internal monitoring function to audit the College's compliance with such internal controls.</p>
DUTIES & RESPONSIBILITIES	<p>Audit planning/design</p> <ul style="list-style-type: none"> • Perform an entity wide risk assessment of processes and functions to identify and improve required controls. This assessment which is ongoing will serve as the basis of the audit programs and introduction of new controls. • Develop and prepare a comprehensive risk-based audit plan for evaluating the effectiveness of controls to manage significant risk exposures, ensure the integrity and reliability of information and financial reporting, safeguard The College's assets, and comply with laws, restrictive covenants, College policies (academic, operational and financial) and identify and design anti-fraud criteria and controls. • Continually monitor and update the assessment of the control environment, keeping abreast of significant control issues, trends and developments. <p>Conducting audits</p> <ul style="list-style-type: none"> • Audit the accounting and financial data of The College to ensure accuracy. • Continuously review and appraise the soundness and adequacy of manual, automated processes, accounting, and financial, operating controls and recommend corrective actions as needed. • Coordinate activities with external auditors to support their audit and review procedures. • Identify, and document processes and procedures surrounding internal controls. • Identify and assess the implementation of new controls as necessary and monitor and audit the institution's compliance with established internal controls (financial and academic and operational). <p>Reporting</p> <ul style="list-style-type: none"> • Review all department's business processes and report findings to senior management and suggest ways to improve such processes.

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	<ul style="list-style-type: none"> • Meet with the Audit Committee to discuss and review audit plan and results <p>People management & development</p> <ul style="list-style-type: none"> • Develop the strategic plan for the department specifically identifying human resource needs. • Maintain involvement with appropriate associations to ensure that the College is always current with emerging issues /risk of responsibilities.
KNOWLEDGE, SKILLS & ABILITIES	<ul style="list-style-type: none"> • Must be an outstanding leader committed to a high degree of confidentiality and possess the necessary knowledge and experience required to establish the College’s internal audit department. Specifically, the CIA should have: • A minimum of five years progressive auditing experience with a public accounting firm with the demonstrated ability to fulfill the duties and responsibilities of the position. Experience in an internal audit function in higher education preferred. • Ability to develop creative approaches and solutions to solve complex problems. Must possess excellent analytical skills and solid business judgment. • Comprehensive knowledge of auditing practices, procedures and principles and an understanding of compliance work programmes and requirements. • Capability to evaluate the effectiveness of management in their stewardship of the College’s resources and their compliance with established corporate policy and procedures including corporate governance, code of conduct standards, and the business ethics and conduct policy. • Excellent organizational, written and verbal communications skills with experience interacting and presenting to senior management. • Excellent negotiating ability, strong planning ability and a strong team player who is able to work effectively with diverse groups. • Ability to deliver quality results on time, with a high degree of integrity and in a highly ethical and professional manner.
QUALIFICATIONS	<p>The successful candidate will have a Bachelor’s degree in accounting or related finance field and must be:</p> <ul style="list-style-type: none"> • Certified Public Accountant (CPA) • Certified Internal Auditor (CIA) <p>Preference will be given to candidates with a Masters in Business Administration or Accountancy, Certified Fraud Examiner (CFE) or Certified Information Systems Auditor (CISA)</p>
REPORTS TO	Chair of the Audit Committee with administrative reporting

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	to the President.
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SALARY SCALE	Contractual