

Position: Audit Officer I

Department: Internal Audit

Location: Belize City

Reports to: Audit Manager

Job Purpose: The Audit Officer I is responsible for assisting or leading in the undertaking of independent assurance activities and other consultation services required of the Internal Audit Department by other business units throughout The Belize Bank Limited and Belize Bank International Limited.

Key Responsibilities include but not limited to:

- Evaluates the adequacy of governance, risk management and internal control design.
- Conducts risk assessment of audit engagements assigned.
- Develops scope of review in conjunction with Senior Auditor(s) and Audit Manager.
- Implements risk-based audit programs.
- Conducts audit testing of specified area.
- Determines compliance with policies and procedures.
- Drafts comprehensive and complete reports of audit engagement or assigned areas of audit.
- Communicates audit findings and recommendations to auditees.
- Follows up on remedial actions to audit findings of assigned audits.
- Designs, conducts and drafts reports of investigations, fraud detection and prevention activities, and other non-planned audit reviews.

Educational & Work Experience Requirements:

- Bachelor's Degree in Accounting, Finance, Business Administration/Management
- 3 to 5 years' experience in the field of accounting and/or auditing (internal and/or external). At least 2 to 3 years' experience in the financial sector.

Skill & Ability Requirements:

- Knowledge of the banking industry in Belize and general regulatory procedures mandated by the Central Bank of Belize.
- Knowledge of banking products and services as well as banking operations and policies.
- Knowledge of risk assessments, audit planning, audit programming and audit sampling.
- Knowledge of auditing record keeping systems.
- Ability to gather, analyze and evaluate audit evidence.
- Ability to formulate audit findings and to device appropriate recommendations.
- Ability to prepare and present concise oral and written reports
- Ability and willingness to maintain current knowledge of developments related to business matters of interest to internal audit.
- Ability to adapt to change quickly and multi-task (very important as auditors have to juggle with several audits at times)
- Computer literate at an intermediate to advanced level with proficiency in Microsoft Office Word and Excel.
- High standards of ethical conduct and personal integrity.
- High level of discretion and initiative.
- Excellent organizational skills with the ability to handle multiple engagements.
- Excellent interpersonal and communication skills with sound judgment and professionalism.
- Ability and willingness to maintain current knowledge of developments related to business matters of interest to internal audit.
- Willingness to work flexible hours.
- Willingness to travel within the country of Belize.
- Teamwork oriented.

Qualified applicants can send their résumés/CVs, and at least two references to:

Human Resources Department
The Belize Bank Limited
21 Regent Street
Belize City

Or Email: careers@belizebank.com

Re: Audit Officer I Vacancy (Internal Audit Department)

DEADLINE FOR APPLICATIONS is January 5, 2024