



## DOMINICA AGRICULTURAL INDUSTRIAL AND DEVELOPMENT BANK

### ANNOUNCEMENT OF VACANCY

Applications are invited from suitably qualified individuals for the position of:-

#### INTERNAL AUDITOR

The Internal Auditor is responsible for the performance of the audit activity and the timely execution of risk-based internal audits in accordance with the approved annual audit plan. The Internal Auditor must develop tactical and strategic objectives which align to the Bank's objectives in evaluating accounting, financial, credit, and other operations activities. The Internal Auditor is accountable for evaluating the controls in place to mitigate the risks identified in order to improve the effectiveness of risk management, control, and governance processes.

#### Key Responsibilities

- To conduct audits, make recommendations for improvement and follow-up on the implementation of recommendations.
- To conduct periodic and ad hoc investigations
- To prepare audit reports and preserve documentation from audits
- To provide continuous training to the Finance and Audit Committee

#### Education and Experience:

- First degree or equivalent in Accounting, Auditing, Finance or a Business related subject
- Professional Certifications in Auditing (CIA, CFSA, CRMA, CGAP, CISA) or Accounting (ACCA, CPA, CGA) will be an asset
- Five years' experience in Auditing, Quality Assurance, Bank Examination or related experience

#### Knowledge and Skills should include:

- Extensive knowledge of the International Standards for the professional practice of Internal Auditing and the code of ethics promulgated by the Institute of Internal Auditors and of Government Auditing Standards;
- Ability to apply internal auditing principles and practices, management principles and preferred business practices;
- Excellent organizational skills, meticulous and detail oriented;
- Ability to collect and analyze complex data, evaluate information and systems, and draw logical conclusions;
- Effective communication skills – verbal and written and ability to present findings and recommendations to top management and Board of Directors;
- Sound risk assessment ability;
- Strong interpersonal and active listening skills;
- Ability to adapt to the shifting demands and expectations placed upon the industry;
- Accessibility and willingness to act as an objective source of independent advice to ensure validity, legality, and achievement of goals;
- Effective skills in time management, planning and project management;
- Excellent customer service skills;
- Proficiency in Microsoft Office Suite.

#### Compensation Package

A competitive salary and benefits package commensurate with qualifications and experience will be offered to the selected candidate.

Application accompanied by Curriculum Vitae with at least two (2) references should be submitted no later than **September 29, 2023** to the:

Senior Manager, Human Resource and Administration  
Dominica Agricultural Industrial and Development Bank  
P.O. Box 215  
Cnr. Charles Avenue & Rawles Lane  
Roseau  
**COMMONWEALTH OF DOMINICA**

Envelopes should be marked "CONFIDENTIAL Application for the position of Internal Auditor"

Or email: [hr@aidbank.com](mailto:hr@aidbank.com)