

Job Vacancy

Internal Auditor (Part-time)

Applications are invited from suitably qualified and experienced persons to fill the vacancy that exists in a local financial institution for an Internal Auditor. The post is part-time and contractual.

JOB SUMMARY

The Internal Auditor will ensure that the organization is compliant with all internal policies, applicable laws, regulations by performing the prescribed duties.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Conducting Risk assessment and Developing Risk Matrix
- Organizing and carrying out pre-audit meetings on the audit objectives and scope of the planned audits
- Evaluate the adequacy and effectiveness of risk management, compliance and governance processes and procedures
- Ensure the application and compliance with established operating policies and procedures, applicable laws and regulations
- Creates Charter, Internal Audit plans and programmes
- Performs audits of internal controls, systems, transactions, documents, reports, forms, products, procedures, policies and methods
- Performs audit verification of completed audit issues
- Maintains awareness of business changes and is knowledgeable about key business risk areas
- Assists with the orientation and training of new Directors and Committee Members
- Collaborates with the organization's Training Institute in the delivery of audit, governance and oversight of training programmes
- Develops and executes external Internal Control audits for member organizations
- Liaise with external auditors and Regulators

QUALIFICATIONS and SKILLS

- Degree in Auditing, Finance, Accounting, Risk Management or Fraud
- Five to ten years of work experience as an Internal Auditor
- CPA, CIA or CFE designation preferred
- Strong interviewing, investigative and data gathering skills
- Strong analytical skills including ability to identify trends
- Strong Written and Verbal communication skills
- Strong attention to detail
- Proficient in the use of various PC software (i.e. Microsoft office), audit tools and financial institutions' mainframe operating systems.

Interested candidates should forward a copy of their resume to email info@bclibl.com by **May 13, 2026**.