

# INTERNAL AUDITOR

Bermuda Commercial Bank is seeking a suitable candidate for the above position. Reporting to the Chairman and Chief Operating Officer, the primary objectives are to (1) *evaluate and test the internal controls and (2) ensure compliance with policies and procedures.* The Internal Auditor will design and conduct financial, operations, and management audit assignments to monitor adherence to Bank policies and procedures, assess adequacy of controls and ensure that all laws and regulations pertaining to Bank operations are observed. The Internal Auditor will also perform compliance reviews of a sample of new customer accounts in the BCB Group and assist with training staff under the relevant Acts and amendments to ensure compliance with laws and regulations.

## Duties and responsibilities:

- Build and perform a program of continuous audit of all reporting, controls, procedures, and policies. Provide regular management reports on activity, findings, and risk exposure
- Manage the Incident Reporting systems and report on status
- Analyze group-wide reports, accounting and operating documents to ascertain whether transactions are properly supported and are recorded correctly and in accordance with generally accepted accounting principles
- Analyze systems, manual and computer related workflows, to determine if adequate controls are in place
- Review monthly reconciliations related to the various departments of the Bank and its subsidiaries to ensure reconciled items are cleared on a timely basis
- Review processes in relation to new client account relationships, review know-your customer documentation as submitted by the departments and subsidiaries for compliance with Bank policy and NAMLC guidelines and related risk matrices
- Facilitate group-wide issue tracking and validate closure of issues

- Assist with special investigations and special projects such as Basel II and others designed to monitor and adhere to Bank policies and procedures in accordance with international auditing standards
- Prepare individual audit working papers and produce reports to management on audit findings
- Liaise with external auditors, Audit Committee, and the Risk Management Committee
- Provide guidance and advise on various risk related issues including asset management

## The successful applicant should possess:

- University degree in Business, Accounting, or related discipline
- Professional accounting qualification (CA, CPA, or CIA)
- Seven to ten years financial services experience as an auditor, including banking operations and public accounting firm financial and operational audits
- Advanced knowledge in spreadsheet development, risk analysis, general accounting, and financial analysis
- Solid multi-focus skills and ability to work under pressure, adhere to tight deadlines and work overtime when required
- Excellent interpersonal, analytical, and communication skills

***Compensation will be commensurate with each successful candidate's experience and will include a base salary and a performance related profit sharing bonus. References will be requested.***

Interested persons should apply by forwarding an application letter, résumé, and an indication of salary expectation no later than June 25, 2010, either by email to [Jobs@bcb.bm](mailto:Jobs@bcb.bm), facsimile (441) 295-4759 or by post to:

Human Resources Department  
c/o Bermuda Commercial Bank Limited  
P. O. Box HM 1748  
19 Par-La-Ville Road  
Hamilton HM 11

