



British Virgin Islands Health Services Authority
Vacancy Notice No. 7 of 2024
Internal Auditor

The B.V.I Health Services Authority invites qualified and professional applicants for the position of **Internal Auditor**

PRIMARY DUTIES & RESPONSIBILITIES (*included but not limited to*):

1. Prepares an Audit Charter for the review of the Audit Committee.
2. Prepares and implement the Annual Audit Plan for the Internal Audit Department.
3. Prepares an Organizational Chart for the Internal Audit Department
4. Prepares Job Description and Functions for Staff Members in the Internal Audit Department.
5. Evaluates the adequacy of System Design and Internal Control Framework in meeting the Authority's Strategic Goals.
6. Reporting on material weaknesses ensuring facts are gathered and their full meaning is understood.
7. Performs Financial Audits ensuring that financial reporting is regulatory compliant.
8. Performs Management Audits ensuring that reports generated accurately analyze the performance of the Authority.
9. Performs Operational Audits ensuring that resources are used effectively and efficiently, thereby minimizing risks.
10. Reports to the Audit Committee, a sub-committee of the Board on the effectiveness of strategies, policies and procedures implemented by the Board.
11. Works with the enterprise system implementation team, in the Information Technology, Finance and Operations areas, ensuring that the necessary audit controls are in place at the preliminary stage of the system development.
12. Any other related directives issued by the Audit Committee of the Board

MINIMUM REQUIREMENTS:

Education & Experience

- ❖ Bachelor's Degree in Accounting along with an ACCA/CIA designation.

Licenses and/or registrations

- ❖ N/A

Knowledge

- ❖ Excellent knowledge of accounting, auditing (internal and external) and internal controls (more than 2 years of relevant experience).
- ❖ Good appreciation of process flow and procedures.
- ❖ Ability to demonstrate good planning, organizing and coordinating skills.
- ❖ Knowledge of Microsoft Suite or comparable software program.
- ❖ Superb communication skills, both written and oral.
- ❖ Ability to work effectively in an environment of tight deadlines and constraints.
- ❖ Proven ability to multi-task.

Physical Demands

- ❖ The physical demands are minimal and typical of similar jobs in comparable organizations.

Work Environment

- ❖ The work environment is representative and typical of similar jobs in comparable organizations.

SALARY:

- ❖ Commensurate with qualifications and experience.

CLOSING DATE: 24th April, 2023

To apply, please send curriculum vita (resume) and letter of application to:
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands
E-mail address: employment@bvihsa.vg