

BAHAMAS POWER AND LIGHT COMPANY LTD.
VACANCY NOTICE



VN. NO. 2023-30

SENIOR AUDIT ASSOCIATE

A vacancy exists in the Company for the position of **Senior Audit Associate**.

The Position

This job is located in the Internal Audit Department with responsibility for assisting the Internal Auditors at all levels (Asst., Internal or Sr. Internal Auditor) and the Internal Audit Director with the daily operations of the Department. This includes the research and review of records and extraction of data / information to support audit, compliance and special assignments. This involves the production of audit working papers, including analytical schedules to analyze field audit results, along with producing extracts of the Audit Report for the assigned section(s) of the audit. This job also provides supervision to the lower audit staff levels. The jobholder works under general supervision of Internal Audit Management and follows established guidelines and Internal Audit Procedures.

Responsibilities of the position include, but are not limited to, the following:

- Performs compliance and substantive tests. This includes conducting research of the Company's files and records to retrieve information / data needed to support audit programs and conducting research to assist with investigations;
- Conducts low risk or small routine audits from the planning stage to the drafting of the related Audit Report;
- Inputs audit data into the department's database (electronic working papers and drives); also learns and applies audit diagnostic tools (computer applications);
- Consults with the Assistant / Internal / Senior Internal Auditor or Internal Audit Director to resolve queries or obtain guidance on audit assignments;
- Drafts and finalizes the audit programs for low risk or small routine audits for initial approval by the Assistant / Internal / Senior Internal Auditor;
- Provides technical support and assistance to lower audit staff levels;
- Drafts the audit issue noting the Audit Concern, Cause, Effect and Recommendation sections of the Audit Report for the assigned section(s);
- Produces audit working papers for the assigned section which include but is not limited to manual and computer spreadsheets, and document audit findings and results;
- Prepares audit working papers that evidence completion of the audit/assigned sections and which form an adequate basis for reporting;
- Assembles Audit File including referencing and cross-referencing, whether hard-copy or soft-copy;
- Prepares monthly and quarterly reports for the Internal Audit Director on audit activities;
- Assists with the assembling of departmental reports;
- Provides supervision, assistance and technical support to Audit Associates and Audit Clerks in the execution of their duties;
- Conducts interviews with employees of the Company when required in order to complete audit procedures;
- Assists with the execution of financial, operational and Information Technology audits at Corporate Head Office and the Family Islands, and special assignments;
- Performs general office activities, including preparing copies of documents, maintaining filing system, distributing reports and other supporting documents for the Department and performing sundry activities;
- Performs all other reasonable duties from time to time as requested.

Job requirements include:

- The completion of a Bachelor's Degree in Accounts or Computer Science.
- A minimum of three (3) years of audit experience.
- Knowledge of Risk based Auditing.
- Excellent knowledge of accounting and auditing standards to assist with audit activities.
- Computer skills and proficiency in Microsoft Office Suite Products, particularly Word, Excel and PowerPoint for the compilation of Audit schedules and reports.
- Excellent grammatical, verbal and written communication skills.
- The ability to operate standard office equipment.
- Confidentiality skills for the sensitive nature of the department's work.
- Interpersonal and human relation skills to interact with employees and management to conduct audit research and prepare reports.

Interested persons should apply to Afuture@bplco.com on or before: **May 3, 2023**.
Only candidates meeting the criteria will be contacted.