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Government of Trinidad and Tobago

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: Head, Internal Audit**

**JOB SUMMARY:**

The job holder is responsible for planning, managing and coordinating the Service's auditing processes, to ensure and monitor, organizational compliance with financial, operational and other policies and regulations.

**REPORTS TO:**

Commissioner of Police

**SUPERVISION GIVEN TO:**

Staff of the Internal Audit Unit

**DUTIES AND RESPONSIBILITIES:**

- Works strategically to attain organizational goals by planning, organizing and executing the work of the Unit.
- Provides continuous leadership, supervision training and development of assigned staff with a view to ensuring an effective and motivated team.
- Identifies risks and ensures that appropriate action is taken to manage and minimize them.
- Ensures that the Unit's activities are in compliance with established policies, procedures and requirements.
- Provides real time advice on Internal Audit matters to the Commissioner of Police as and when required.
- Keeps up to date with changes or variations in financial and other regulations that may impact the audit function.
- Develops innovative and creative recommendations for rectifying unsatisfactory conditions, improving operations and reducing costs.
- Produces reports which highlight issues, and provides potential solutions.
- Liaises with other Heads of Divisions to ensure common understanding and application of processes.
- Represents the Commissioner of Police at meetings, seminars etc.
- Performs other related issues as may be required.

**• KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE**

- Knowledge of Exchequer and Audit Ordinance and Government Financial Regulations.

**• SKILLS AND ABILITIES:**

- Ability to contribute to the Strategic Planning Process particularly as it relates to Internal Auditing.

	<ul style="list-style-type: none"> <li>• Ability to take control and exercise leadership to ensure the department's targets are achieved.</li> <li>• Ability to initiate action, give direction and take responsibility.</li> <li>• Excellent relationship management and communication skills necessary for interacting with officials in the wider financial sector.</li> <li>• Ability to adjust positively to multiple demands, shifting priorities and rapid change.</li> <li>• Ability to make effective decisions even under difficult circumstances.</li> <li>• Must display a high level of integrity and reliability.</li> <li>• Ability to work independently or as part of a team, and must also have the ability to multi task.</li> <li>• Ability to consider the impact of decisions and actions within the context of the organization's goals.</li> <li>• Manages well in a stressful environment and handles criticism effectively.</li> </ul>
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> <li>▪ At least ten (10) years' experience working in an Internal Audit environment, of which five (5) must have been at supervisory or managerial level, and training as evidenced by a Bachelor of Science Degree in Accounting and Finance, Management, or Business Administration from a recognized University, ACCA,CMA or CIA Certified or any other equivalent combination of experience and training.</li> <li>▪ A Masters` degree will be an asset.</li> </ul>	