



TOBAGO REGIONAL HEALTH AUTHORITY
Job Title: Internal Auditor

New

Position Number: _____

Revised

Reports to: Chair, Audit Committee of the BOD

Department: Internal Audit

Approved by: _____

Date: _____

JOB SUMMARY

The Internal Auditor would add value to and improve the Authority's operation by performing assessments of operational and financial controls and systems, business processes, risk management systems and governance processes to determine their effectiveness and ensure compliance with accepted Accounting Standards, Risk and Management Policies and make recommendations for improvement.

RESPONSIBILITIES

- Executes detailed audit procedures, including reviewing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness
- Works with trustees and management to ensure a system is in place which ensures that all major risks of the Authority are identified and analysed, on an annual basis
- Plans, organises and performs the internal audit function including the preparation of an Audit Plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs
- Coordinates coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern
- Recommends systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
- Works with management to ensure a system is in place which ensures that all major risks of the Authority are identified and analysed, on an annual basis.
- Conducts any reviews or tasks requested by the Audit Committee, or Chief Executive Officer; provided that such reviews and tasks do not compromise the independence or objectivity of the internal audit function.

- Adheres to HACCP, Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, and TRHA Protocols, Guidelines, Policies and Procedures and legislation
- Performs other related duties as required

ACCOUNTABILITIES

- Providing an accurate report to both the audit committee and management on the policies, programmes and activities of the department

AUTHORITIES

- Determines departments or operations to be audited and the timing and frequency of audits
- Coordinates audit activities with external auditors

SPECIAL REQUIREMENTS

Willing to work overtime, public holidays and weekends as requested by the Chair, Audit Committee of the Board or duly authorized officer

SUPERVISORY RESPONSIBILITY

- Audit Manager
- Audit Officer
- Internal Audit Assistant

REPORTING

Reports to the Chair, Audit Committee of the Board of Directors or duly authorized officer

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in the use of Microsoft Office Suite
- Familiarity with Accounting and Auditing computerized applications
- Excellent analytical and diagnostic skills
- Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports
- Ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments and new auditing techniques and practices

CREDENTIALS AND EXPERIENCE

- Must be a member of a professional body such as the ACCA, CPA or CGA
- Professional certification in Audit would be an asset.
- A minimum of five (5) years Auditing experience, two (2) of which must be in a senior management capacity.
- Previous experience in a healthcare environment would be an asset

APPROVALS:	
Supervisor: _____	Date: _____
Human Resources: _____	Date: _____
CEO: _____	Date: _____
Employee Review:	
<i>I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.</i>	
Incumbent's Signature: _____	Date: _____