

Job Title	Internal Auditor
Department/Institute	Office of the President of the board of Governors
Reporting to	President of the board of Governors

The role of the Internal Auditor is to objectively assess business processes, assess risks and efficacy of risk management efforts, and ensure that the organization is complying with relevant laws and statutes. It is expected that the Internal Auditor evaluates internal control and make recommendations on how to improve, investigates fraud, identifies shortfalls or gaps in processes, promote ethics and help identify improper conduct while assuring safeguards.

Duties and responsibilities include but are not limited to the following areas:

1. Develop and embed the mechanisms and processes for internal audit that correspond to the complexity, nature and size of the College.
2. Conduct the periodic review of the key risks and the effective application of the internal control system;
3. Identify and analyse potential risks to the business.
4. Provide assurance on the proper design and implementation of the internal control system and where weaknesses are identified, utilise its work to improve the Company's internal control system;
5. Collect, evaluate and communicate information about the processes being examined.
6. Contribute to the development of an internal audit plan for each calendar year to be presented to the Board of Governors prior to implementation.
7. Assist management in the identification of new risks through the course of their independent programme of Internal Audits as documented within the Internal Audit Plan
8. Provide all information and documents that may be required during the execution of the IA Plan.
9. Submit any explanations and clarifications that may be necessary in response to the internal audit reports issued at the conclusion of each assignment.
10. Execute internal audits in accordance with the annual audit plan.

11. Compile reports and present findings and recommendations on systems and procedures under review to management.
12. Monitor and assess the implementation of agreed-upon recommendations.
13. Liaise with External Auditors and regulatory bodies.
14. Carry out such other duties as may be called for by the President of the board of Governors according to the exigencies of the College and its subsidiaries.