



THE UNIVERSITY OF THE WEST INDIES

POST OF AUDIT MANAGER – UWI AUDIT & ADVISORY SERVICES REGIONAL HEADQUARTERS

Applications are invited from suitably qualified persons for the internal audit position of **Audit Manager II** at the University of the West Indies, Regional Headquarters, Jamaica.

The Audit Manager reports directly to the Campus Management Auditor. The ideal candidate should be a high-energy, quality focused, experienced internal audit professional who will engage in cross-regional collaboration with the regional internal audit team and other internal audit stakeholders. Occasional regional travel may be required.

They will assume ownership as Auditor-In-Charge of a portfolio of audit and advisory projects. He/She will need to demonstrate leadership of the full engagement cycle and make recommendations for improvements in operational efficiency and rigour of the internal control environment, identify opportunities for cost reduction, income generation and /or income recoveries, for remediation of control weaknesses identified.

Success in this role requires demonstrated competencies in the following:

- The management of audit client relationships,
- Coaching and mentoring skills, knowledge sharing, and best practices to develop Auditors,
- Supervisory skills in the oversight of the audit engagement and field staff, performance management and the maintenance of quality standards.

Essential Qualifications and Experience:

- **MSc** in Risk Management, Finance, Business Administration, Accounting or a related field **and** relevant professional qualifications (CIA, CRMA, CISA, CRISC, CFE, ACCA etc.)
- At least 5 years experience in a similar role. It is desirable that at least 3 years should be post qualification
- Proficiency in Microsoft Office Tools and familiarity with audit software and data analytics is desirable.
- Good communication, interviewing skills and ability to analyse data and identify trends / themes
- Strong interpersonal skills and demonstrated team player
- Proven ability to work unsupervised and to use own initiative
- Focus on Customer Service

Detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I.** E-mail: (hrapplications@uwimona.edu.jm) or Fax: (876) 977-1422.

The closing date for receipt of applications is **April 24, 2024.**

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted. All shortlisted candidates will be invited to attend an assessment centre.