



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION**

Internal Auditor

SJD-2023-0103-AUD

TITLE: INTERNAL AUDITOR	POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
DEPARTMENT: INTERNAL AUDIT	SECTION: N/A
REPORTS TO: GENERAL MANAGER AND THE BOARD	SUPERVISES: N/A
INCUMBENT: VACANT	LOCATION: SAPA SAN FERNANDO

PURPOSE

The Internal Auditor assesses and reports on the appropriateness, effectiveness, and efficiency of the system of internal control, and determines whether governance processes ensure compliance with policies, standards, procedures, and applicable laws and regulations. The resource assesses and reports on the organisation’s management of financial, accounting, compliance, business, and technology risk and produces recommendations designed to strengthen the control environment and to improve operational efficiency. The Internal Auditor analyses business processes to help management understand strategic risks; identify cost savings and improvements in operational effectiveness and efficiency.

KEY FUNCTIONS

Management:

- Provides integrity and/or operational data as appropriate to the General Manager and Board for assimilation and for development of the Strategic Plan.
- Develops with the General Manager annual and longer-term objectives for the Integrity Management and Process Safety Assurance Division.

Operational/Technical/Professional:

- Executes the approved Audit Charter independently and objectively, and in accordance with the strategic direction of the Audit Committee and the Board.
- Examines and evaluates the adequacy and effectiveness of the organization's governance, risk management, and internal controls as well as the quality of organizational performance in achieving stated goals and objectives.
- Develops a flexible annual audit plan and long term (five year) objectives for the internal Audit Department, using an appropriate risk-based methodology, in alignment with Corporate Strategic Objectives.
- Directs the implementation of the approved annual audit plan including any special tasks or projects requested by management and/or audit committee.
- Establishes and administers a Quality Assurance Program (independently certified), Code of Ethics, Confidentiality Management System and Computer Assisted Auditing Tools for the position.
- Develops a thorough understanding of the business, risks, and processes for assigned projects and identifies emerging issues that may impact the audit plan.



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- Provides annually an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks.
- Identifies and recommends opportunities for improving governance, management risk and control systems (policies, procedures, and practices), corporate performance, image, and integrity; and communicate same to the appropriate level of management.
- Monitors the effectiveness of action taken by management to implement recommendations and to correct discrepancies or deficiencies reported by Internal Audit, Regulators and External Auditors.
- Initiates appropriate follow-up action to persuade/influence management to adopt desired courses of action; and assist management in designing plans for implementing the recommendations.
- Initiates investigations into and/or assist in the investigation of significant suspected fraudulent activities, irregularities of a financial or operational nature and control breakdowns within the organization and notify management, the Audit Committee, and the Chairman of the results.
- Keeps the Audit Committee informed of emerging trends and successful practices in internal auditing. Advise the Directors and Management, orally or in writing, on matters of corporate governance, controls, and risk management, including regulatory and best practice requirements.
- Promotes changes in risk, control, and governance processes; facilitate control/risk/governance self-assessments; and provide professional advice/and consultancy services upon request for the attainment of specific business objectives.
- Liaises with, and co-ordinates activities of, external auditors and regulators; consider the scope of work of the external auditors and regulators, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
- Directs the audit review of contracts and other agreements with outside entities providing goods and services as appropriate, and the review of contractor records and documentation when deemed necessary to ascertain compliance with contract.
- Determines whether the Organisation's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure that Risks are appropriately identified and managed.
- Assesses the organisations risk management and control framework to ensure relevant financial, managerial, and operating information is accurate, reliable, and timely.
- Assesses the human resource management systems to determine whether employees' actions are compliant with policies, standards, procedures, and applicable laws and regulations and to ensure potential human resource risk is identified and mitigated.
- Evaluates the way in which resources are procured to minimise risk of inefficiency, and to determine whether resources are economically acquired, adequately secured, and that programs, plans, and objectives are achieved.
- Evaluates control, risk, and governance processes to ensure quality and continuous improvement and to minimise the risk of legislative or regulatory issues impacting the organization.
- Directs the evaluation and assessment of significant merging/consolidating functions and new or changing services, processes, operations, systems, and control processes, coincident with their development, implementation, and/or expansion.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal

Liaises with all staff, All Committees of the Board, Chairman, Leadership Team, General Manager.



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External

Liases with External Auditors and Regulators.

PERSON SPECIFICATION

Education:

- Bachelor's Degree in Accounting, Business Management, Finance, ACCA, CIMA, CPA or CGA.
- Certified Internal Auditor (CIA) and or and/or Certified Fraud Examiner (CFE), Certified Risk Management Assurance (CRMA), or Certified Systems Information Auditor (CISA) designation is preferred.

Experience:

- Minimum of 10 years audit experience in reviewing and analyzing financial and operation processes, compliance reviews and fraud investigations.
- Demonstrated understanding of the tourism, arts, and culture industry.
- Experience in Organizational Performance Management in the public sector
- Experience in Public Sector Administration

JOB COMPETENCIES:

Knowledge & Skills

- **Knowledge of** the laws, regulations, national and international standards and business principles for the tourism, arts and culture industry, internal audit standards and practices. Sound appreciation of strategic management theory and practices.
- Strategic Leadership
- Communication (oral & written)
- Relationship Management
- Business Acumen
- Planning and Organizing
- Decision Making and Problem Solving
- Technical and Professional

KEY ATTRIBUTES:

- Demonstrated compliance to the Professional Code of Ethics and Standards for the professional practice of internal auditing to the Institute of Internal Auditors.
- Ability to engage in strong analytical thinking that results in proposing well-founded conclusions.
- Is process driven with the ability to perform work independently by following an associated process strictly and persistently.
- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Service orientation requires ability to engage and effectively manage customer expectations.
- Complex problem-solving skills, ability to identify complex problems and review related information to develop and evaluate options and identify solutions.
- Ability to communicate to stakeholders in a professional manner and in line with the IIA Standards and IA policies and procedures of the organization.
- Ability to share information appropriately with awareness of its effect on others and recognize sensitive issues for timely communication and/or escalation.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment.