



The NATIONAL BANK OF THE VIRGIN ISLANDS (“the Bank”) is seeking qualified persons to fill the following full-time position:

Internal Audit Officer

Job Summary:

- To assist the Internal Auditor in independently and objectively evaluating the quality and effectiveness of the National Bank of the Virgin Islands’ (NBVI) internal control, risk management and governance processes, which assist the Executive Management Team and the Board of Directors of NBVI in protecting the organization and its reputation.

Educational/Training/Skill Requirements: Bachelor’s degree in Accounting, Finance, Business, Economics, or a related field.

Experience: Minimum three (3) years relevant banking experience.

Primary Responsibilities include, but are not limited to:

1. Work with the Internal Auditor to ensure that all of the Bank’s major risks are identified and analyzed, on an annual basis.
2. Assist the Internal Auditor in planning, organizing and executing the internal audit function.
3. Assist with the design of structured timetables and work programs to facilitate the execution of the internal audit plan.
4. Assist in the monitoring of the status of implementation with respect to agreed upon recommendations.
5. Assist in reviewing and reporting on accuracy, timeliness and relevance of the financial and other information that is provided for management.
6. Assist in the conducting of any reviews or tasks requested by the Bank’s Board of Directors and Executive Management Team, provided such reviews and tasks do not compromise the independence or objectivity of the internal audit function.
7. Assist the Bank’s External Auditor and Regulator in the execution of their audits and inspections.
8. Remain current through an ongoing commitment to participation to learning and development.

Reporting Line: Internal Auditor

Submission Deadline: August 10th, 2018

If you are interested in the above-detailed position, please submit your application letter and résumé to the attention of Mrs. Sophia Berkeley, Human Resources Manager, National Bank of the Virgin Islands Limited, P.O. Box 275, Road Town, Tortola, British Virgin Islands. Additionally, please email humanresources@nationalbank.vg or call (284) 852-2916 if any further information or clarification is required.