

# VACANCY

The Development Bank of Jamaica (DBJ) seeks to identify suitable applicants for the position of:

## GENERAL MANAGER – AUDIT SERVICES

As a part of the senior management team, the GM, Audit Services is accountable for providing strategic leadership and direction for the examination and assessment of the adequacy and effectiveness of the Bank's processes for governance, and internal controls. Provide objective assurance and advisory function designed to enhance and protect and improve the operations of the Bank.

### PRINCIPAL DUTIES & RESPONSIBILITIES

1. Design and implement the Bank's Internal Audit programs, test and control, to ensure a comprehensive risk-based audit plan for the Bank; and to ascertain the extent of compliance with established policies and procedures, standards, relevant legislation and regulations – in particular the Financial Administration & Audit Act and GOJ.
2. Lead the evaluation of the organization's system of internal control to ensure that it is functioning as planned and that it is updated as necessary to meet changes in operating conditions. Proactively promote effective internal financial control to mitigate the risk of fraud and error.
3. Add value by performing risk assessments, operational and compliance reviews, thereby assisting management in the effective discharge of their responsibilities.
4. Recommend to management areas where improvement or changes are necessary in the operations of the Bank to strengthen and enhance controls and reduce costs where possible.
5. Responsible for the general management and supervision of the Audit Team to ensure that the Audit Plan is executed in an objective timely manner, within quality standards and in conformance to audit policies, procedures and standards.

Along with a broad knowledge of accounting principles, the required **minimum qualifications**, experience and attributes:

- Post graduate degree in Auditing, Accounting or related field of study
- Certified Internal Auditor (CIA) desired.
- Member of the Institute of Internal Auditors and/or Chartered Accountants
- Proficiency in MS Office – particularly Excel; and in-depth knowledge of auditing software – TeamMate & ACL.
- Knowledge of Public Service Regulations, Financial Administration Act and other regulations and procedures governing the Public Sector.
- Ability to analyse and interpret data in a logical and efficient manner.
- Excellent integrity/ethics exercised in the performance of duties.
- Strong leadership and communication skills – with experience interacting and presenting at the senior management and Board level.
- Ten (10) years corporate industry experience with at least three (3) years at a senior level with emphasis on financial and accounting applications and operational controls – preferably in the financial services sector.

Qualified applicants are invited to submit their applications **by February 18, 2025 to:**

Manager, Human Resource  
EMAIL: [dbjcareers@dbankjm.com](mailto:dbjcareers@dbankjm.com)