



# VACANCY NOTICE

## **Position: Audit Clerk – Internal Control and Audit Department** **(Freeport Local Office)**

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of **Audit Clerk** in the **Internal Control and Audit Department (Freeport Local Office)**.

### **Job Summary**

Assist with determining whether organizational units within the Board are performing their control activities and are in compliance with applicable policies and procedures in a manner consistent with both the organization objectives and The National Insurance Board Act and Regulations.

### **Responsibilities**

1. Acknowledge and respond timely to communications from both internal and external customers.
2. Assist in identifying audit exceptions as well as in reporting audit findings and making recommendations for the correction of unsatisfactory conditions, improvements in operations, and reduction in cost.
3. Assist in conducting reviews/audits of assigned organizational and functional activities, specifically the post-audit of Short-term Benefits and Assistance as well as Family Island local office audits; such audits will be complete reviews of limited audit assignments or reviews of portions of extensive audit assignments.
4. Assist in the performance of special reviews at the request of management.
5. Assist in the preparation of formal written audit reports and/or assigned sections of same.
6. Perform audits in a professional manner and in accordance with the approved audit program.
7. Work cooperatively and collaboratively with team members and management to achieve and accomplish audit objectives.
8. Maintain effective working relations with both non-management and management colleagues throughout the organization.

### **Qualifications and Requirements**

- A Bachelor's Degree in Accounting, Business, Finance or other areas of business from an accredited college or university.
- Good analytical skills; excellent oral and written communication skills.
- Excellent computer skills with proficiency in Microsoft Office Suite applications, including Word and Excel.
- Good interpersonal skills with the ability to work cooperatively and collaboratively with others.

### **Application**

Interested persons may apply by submitting a cover letter with the subject **Audit Clerk-Internal Control and Audit Department (Freeport Local Office)** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager, Recruitment**  
**Human Resources**  
**The National Insurance Board**  
**Clifford Darling Complex**  
**Nassau, Bahamas**  
Or via e-mail: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)