



# VACANCY NOTICE

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**Position:** Internal Auditor  
**Reports to:** Chief Audit Examiner/Chief Financial Officer

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**Objective:** The Internal Auditor will play a crucial role in ensuring the effectiveness of our internal control environment, risk management processes, and compliance with regulatory requirements. This position involves conducting comprehensive internal audits, identifying areas for improvement, and collaborating with various departments to implement corrective actions. The Internal Auditor will contribute to the overall enhancement of operational efficiency, reliability of financial reporting, and compliance with industry standards.

## Essential Duties

### 1. Audit Planning and Execution:

- Develop and execute risk-based audit plans to assess the effectiveness of internal controls.
- Conduct thorough reviews of financial, operational, and compliance processes.
- Evaluate the reliability and integrity of financial and operational information.

### 2. Risk Assessment:

- Identify and assess potential risks within the organization.
- Work with management to develop strategies for mitigating identified risks.

### 3. Compliance and Regulatory Oversight:

- Ensure compliance with industry regulations, internal policies, and external requirements.
- Stay updated on changes in regulations affecting the airline industry.

### 4. Process Improvement:

- Provide recommendations for improving internal processes and controls.
- Collaborate with department heads to implement suggested improvements.

### 5. Audit Reporting:

- Prepare clear and concise audit reports detailing findings and recommendations.
- Communicate results to senior management and stakeholders.

### 6. Cross-Functional Collaboration:

- Collaborate with various departments to understand their processes and assess related risks.
- Foster positive working relationships with department heads and other stakeholders.

### 7. Training and Development:

- Stay informed about industry best practices and emerging trends in internal auditing.
- Provide guidance and training to junior audit staff.

### 8. Audit Documentation:

- Maintain comprehensive audit workpapers and documentation.
- Ensure all work is in compliance with professional and departmental standards.



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Internal Auditor  
Page 2/continued

## Qualifications

- Bachelor's degree in Accounting, Finance, or a related field. Master's degree or professional certification (e.g., CIA, CPA) is a plus.
- Experience in internal auditing, preferably in the aviation or airline industry.
- Thorough understanding of internal control concepts, risk assessment, and audit methodologies.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in using audit software and Microsoft Office applications.

**Minimum Requirement:** 5 BGCSE's (including Math and English). Must have strong verbal and written communication skills, as well as a minimum of five (5) years airline experience as Airline Airport Supervisor or Manager.

*All interested internal applicants should submit their resume to [hr@bahamasair.com](mailto:hr@bahamasair.com)*