Assistant Auditor

Antigua Commercial Bank is seeking to recruit a qualified and experienced individual for the position of Assistant Auditor to evaluate the adequacy, effectiveness and integrity of the systems of control and the practice of compliance within the Group in accordance with ECCB’s guidelines, the legal and regulatory framework of Antigua & Barbuda and the Group’s policies and procedures, liaising closely with external auditors/regulatory agencies to make sound recommendations to control and manage risk effectively, ensure proper compliance and improve the efficiency of operations.

The duties to be performed include, but are not limited to, the following:

- Verifies the existence of assets, liabilities, the adequacy of provisions and the propriety of expenses.
- Assists in conducting reviews of systems, procedures and practices and preparing incisive, accurate and timely reports with sound recommendations to minimizing risks, improving compliance, and integrity of the Bank’s practices and procedures.
- Review system reports (e.g. Core Director, Alchemy and 4Sight) to highlight or indicate any discrepancies or concerns relating to the Bank’s operations.
- Contributes positively to ensure that the ACB Group achieves and maintains at least a satisfactory or better ECCB/Audit Rating, ensuring that compliance and other relevant requirements are met without loss, penalty, risk or damage to ACB’s image and/or profitability minimized.
- Provide quality service to internal and external customers, ensuring reports and information are accurate and timely, and queries are promptly resolved.
- Works closely with management making recommendations to improve systems/service and operations, and demonstrating flexibility and willingness to accept and implement change positively.

To perform the job successfully the individual must have:

- First Degree/Diploma in Accounting/Business/Management, with work experience of a minimum of five (5) years in Auditing, Accounting or related field.
- Knowledge of the audit of Information Technology systems and procedures.
- Knowledge of Anti-Money Laundering Policies and Procedures, ECCB rules and regulations and experience in a banking/financial services environment will be an asset.
Compensation: An attractive package inclusive of Pension Plan and Medical Insurance. Applications with résumé and three character references may be submitted to: “Assistant Auditor Vacancy” Human Resource Department Antigua Commercial Bank Thames and St. Mary’s Streets P.O. Box 95, St. John’s, Antigua

or

Email: hr_applications@acbonline.com

Suitable applications received by **November 27, 2020** will be acknowledged. Please visit our website [www.acbonline.com](http://www.acbonline.com) for additional details.