



Toledo Teachers Credit Union, Ltd.

Queen Street, Punta Gorda Town
Toledo District, Belize C. A.
Phone Nos: (501) 722-2522 / 0056 / 0060
E-mail: membercare.mn@ttcupg.org

VACANCY

Suitable applications are being invited for the post of **Assistant Internal Auditor** for the Toledo Teachers Credit Union Ltd. The Assistant Internal Auditor supports the Internal Auditor in evaluating and assessing the effectiveness of internal controls, compliance, and risk management processes to safeguard the Credit Union's assets.

Major Duties and Responsibilities:

- Assist in executing the internal audit plan, including gathering, verifying, and analyzing financial and operational data.
- Assess compliance with TTCU policies, regulatory requirements, and industry best practices.
- Support the preparation of audit reports, identifying areas for improvement and recommending solutions.
- Aid with external audit coordination and special investigations as assigned.
- Maintain proper documentation and audit records.
- Assist the Internal Auditor and Supervisory Committee with tasks as required.

Skills:

- Strong analytical and critical-thinking abilities.
- Excellent verbal and written communication skills.
- Trustworthy and detail oriented.

Qualifications:

- Education: **Bachelor's degree in Business Administration** with concentration in Accounting or Finance; or a related field, with a minimum of 2 years' experience in auditing or accounting, preferably in a financial institution.

Application packages should include:

- Letter of Application and a current Curriculum Vitae.
- Copies of Relevant Diplomas/Certificates.
- Two letters of recommendation or reference.
- A recent Police Record, Proof of Address and a Recent Medical Examination.
- Valid Social Security Card or Passport (Belize).

Application packages can be sent to:

Mr. Leopoldo Romero
General Manager
Queen Street
Punta Gorda Town
Toledo District
Belize

Deadline for submission of application: **January 31st, 2025**

Applications can also be sent electronically with subject title "**Assistant Internal Auditor Vacancy Application**" to careers@ttcupg.org.