



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

ASSISTANT CHIEF INTERNAL AUDITOR

The Central Bank invites qualified individuals to join its Internal Audit Department.

The Internal Audit Department is an independent, objective assurance and consulting function that evaluates and improves the Central Bank's internal controls, risk management, and governance processes. The Assistant Chief Internal Auditor conducts specialized audits and leads the assigned team in assessing internal controls, effectively communicating findings and recommendations, and monitoring responses and ameliorative actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Chief Internal Auditor in the strategic planning and management of the Internal Audit Department.
- Provide guidance and performance management to the audit team, ensuring quality control assurance on audit engagement planning, performance, and reporting.
- Communicate audit findings and recommendations to management.
- Oversee the Internal Audit Department's continuous monitoring activities to give assurance on the integrity of critical Central Bank processes and systems.
- Monitor and validate the implementation of audit recommendations and management action plans.
- Coordinate and provide training and development opportunities to ensure the audit team meets the Internal Audit Continued Professional Development (CPD) standard.
- Provide expert consultation on the development and installation of systems and procedures and maintenance of a strong and effective control environment.
- Plan, manage, and perform assigned specialized audits.
- Lead investigations into suspected fraudulent activities and report findings to the Chief Internal Auditor.
- Perform other duties necessary to fulfill the requirements of the audit function as assigned.

The applicants should possess the following:

EDUCATION AND EXPERIENCE

- A recognized professional certification in accounting (CPA/ ACCA) and/or internal auditing (CIA, CISA), with
 - A master's degree in accounting, banking, or finance from a recognized university, with at least three (3) years of relevant experience; **or**
 - A bachelor's degree in accounting, banking, or finance with at least six (6) years of relevant experience.

TECHNICAL KNOWLEDGE

- Knowledge of the Central Bank of Belize Act, the Domestic Banks and Financial Institutions Act, internal control processes, auditing, and accounting principles; investigative and reporting skills; ability to apply relevant methodologies and tools effectively to audit engagements; computer literate and proficient in Microsoft Office Suite.

COMPETENCIES

- Communication, Analytical Ability, Job knowledge, Organisational Ability, Problem Solving/Judgement, Quality of Output, Decision Making, Delegation and Empowerment, Strategic Management, Coaching and Development

Submit the following documents by **Friday, 13 March 2026**:

- CBB Employment Application Form (Available online)
- Curriculum Vitae
- Two (2) current references (Both must be professional references)
- Copies of university transcripts, degrees, and any other personal certificates

Applications should be addressed to:

Manager, Human Resources Department
Central Bank of Belize
P.O. Box 852 or Gabourel Lane
Belize City, BELIZE

Ref: Assistant Chief Internal Auditor- Internal Audit Department

Email: hr@centralbank.org.bz or online at www.centralbank.org.bz
(All applications will be held in strict confidence.)