



SENIOR INTERNAL AUDITOR

Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

We are currently looking for a **Senior Internal Auditor (CDI, m/f possibility of part-time 80%)** to join our head-office in Luxembourg.

The general objective of Internal Audit Function is to provide Management with a reasonable assurance that the Bank is operating properly and efficiently. It helps the Bank to accomplish its objectives by providing to the Board of Directors and the members of the relevant departments detailed reports highlighting findings with draft management action plans as to the areas for improvement that have been identified when performing internal audit missions. The senior internal auditor strives towards meeting these objectives and defends the values of the Bank and the role of the internal audit function.

Key responsibilities

- Taking ownership as the project manager for the overall audit engagement when being assigned 'Auditor In Charge Role'
- Establishing and carrying out, for each audit engagement working programme including a test plan, and audit planning memo
- Organise mandatory meetings as part of the audit process
- Ensuring a solid documentation of test results in line with the Group Audit methodology.
- Debriefing on the test results with the persons responsible for the activities audited.
- Write high quality audit issues and audit report after each internal audit assignment.
- Proactively following up on the findings raised by internal audit and tracking issues in the internal database
- Review of work papers or participation in audit quality reviews as assigned by the Group Chief Internal Auditor.
- Carrying out ancillary audit tasks

Minimum profile requirements

- Solid understanding (gained through experience and/or internal audit qualification) of the internal auditor's role and ability to add value to the bank's business
- University degree in Finance, Business Administration, Accounting or a comparable area
- Previous professional experience in a bank or an accounting firm

- Personal skills: confident team player with a pronounced sense of flexibility, adaptability, initiative, accuracy, consistency and respect, and good communication skills, both spoken and written
- Expert user of MS Excel and other Microsoft products (MS Word, MS PowerPoint etc)
- Very good communication and English report writing skills. Knowledge of Luxembourgish, French or German is considered as an asset.
- Willingness to travel.

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity please send your application (cover letter, CV, supporting references) to the following e-mail address: **careerbh@banquehavilland.com**.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.