

BAHAMAS POWER AND LIGHT COMPANY LTD.
VACANCY NOTICE



VN.NO. 2025-44

SENIOR AUDIT ASSOCIATE

A vacancy exists in the Company for the position of **Senior Audit Associate, Internal Audit Division.**

The Position

This job is located in the Internal Audit Department with responsibility for assisting the Internal Auditors at all levels and the Internal Audit Director with the daily operations of the Department. This includes the research and review of records and extraction of data / information to support audit, compliance and special assignments. This involves the production of audit working papers, including analytical schedules to analyze field audit results, along with producing extracts of the Audit Report for the assigned section(s) of the audit.

Responsibilities of the position include, but are not limited to, the following:

- Performing compliance and substantive tests. This includes conducting research of the Company's files and records to retrieve information / data needed to support audit programs and conducting research to assist with investigations;
- Conducting low risk or small routine audits from the planning stage to the drafting of the related Audit Report;
- Inputting audit data into the department's database (electronic working papers and drives); also learning and applying audit diagnostic tools (computer applications);
- Consulting with the Assistant / Internal / Senior Internal Auditor or Internal Audit Director to resolve queries or obtain guidance on audit assignments;
- Drafting and finalizing the audit programs for low risk or small routine audits for initial approval by the Assistant / Internal / Senior Internal Auditor;
- Providing technical support and assistance to lower audit staff levels;
- Drafting the audit issue noting the Audit Concern, Cause, Effect and Recommendation sections of the Audit Report for the assigned section(s);
- Producing audit working papers for the assigned section which include but is not limited to manual and electronic spreadsheets, and document audit findings and results;
- Preparing audit working papers that evidence completion of the audit/assigned sections and which form an adequate basis for reporting;
- Assembling Audit File including referencing and cross-referencing, whether hard-copy or soft-copy;
- Preparing monthly and quarterly reports for the Internal Audit Director on audit activities;
- Assisting with the assembling of departmental reports;
- Providing supervision, assistance and technical support to Audit Associates and Audit Clerks in the execution of their duties;
- Conducting interviews with employees of the Company when required in order to complete audit procedures;
- Assisting with the execution of financial, operational and information technology audits at Corporate Head Office and the Family Islands, and special assignments;

Job requirements include:

- The completion of a Bachelor's Degree in Accounts or Computer Science.
- A minimum of three (3) years of audit experience.
- Knowledge of Risk based Auditing.
- Excellent knowledge of accounting and auditing standards to assist with audit activities.
- Interpersonal and human relation skills to interact with employees and management to conduct audit research and prepare reports.

Interested persons should apply to Afuture@bplco.com on or before: **August 4, 2025.**

Only candidates meeting the criteria will be contacted.

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