



# TRINIDAD & TOBAGO CIVIL AVIATION AUTHORITY

The Trinidad and Tobago Civil Aviation Authority (TTCAA) is mandated to regulate and administer a safe civil aviation system whilst ensuring that Trinidad and Tobago properly discharges its obligations under international civil aviation agreements and treaties. The TTCAA is seeking to recruit a suitably qualified person for the following position:

## EXTERNAL ADVERTISEMENT FOR THE POSITION OF

### SENIOR AUDIT OFFICER (CONTRACT)

#### JOB SUMMARY:

The Senior Audit Officer is required to successfully complete assigned audit engagements from inception to conclusion that is, planning, scheduling, evaluating and reviewing audit activities through the application of risk and control concepts.

#### KEY DUTIES & RESPONSIBILITIES:

- To engage in operational audits, that involve the review of policies processes and procedures for the various functions of the Authority (Air Traffic Services, Regulatory Affairs, Corporate Services and the Civil Aviation Training Centre) and submit recommendation in keeping accepted industry standards and practices.
- Obtain and review audit evidence to ensure that conclusions are well-documented and finalize audit working papers that record and summarize information on assigned audits.
- Prepare draft audit reports on audit engagements in keeping with set deadlines, outlining the audit findings, implications and recommendations for the review and finalization by the Manager Internal Audit.
- Develops audit testing procedures relevant to risk and engagement objectives and submit to the Manager Internal Audit independent and reports on the state of governance, risk, controls and compliance and the related implications for the Authority's strategies and objectives.
- Completion of follow up reviews to address unresolved/incomplete recommendations from prior audit engagement.
- Performs audit assignments in compliance with all applicable internal auditing standards and regulations.
- Assists in the development of the Annual Internal Audit Plan for the Authority.
- Supervise the Audit Assistant by providing guidance and overall review of engagement deliverables.
- Performs other related duties as required by the job function.

#### REQUIRED QUALIFICATIONS, EXPERIENCE & SKILL:

- Must be ACCA qualified.
- Minimum three (3) years internal and/or external auditing experience, of which two (2) years must be at a supervisory level.
- Working knowledge of computer software applications such as Peachtree Accounting as well as proficiency in Microsoft Office with a high degree of competency in the use of Microsoft Excel.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 30 June 2026 to [ttcaacareers@caa.gov.tt](mailto:ttcaacareers@caa.gov.tt).

*Unsuitable applications will not be considered.*