

## *Internal Audit Associate*

### **The Role:**

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On behalf of our client, we are seeking to recruit a passionate and self-motivated professional for the position of Internal Audit Associate to be based in our client's office in Nicosia.

### **Duties and Responsibilities:**

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- Preparing Annual Regulatory Internal Audit plans for our clients (i.e. Cyprus Investment Firms, Alternate Investment Fund Management, etc.);
- Performing required sample testing on the relevant risk-based approach followed, reviewing Clients' Internal Procedures, systems, controls for identification of any weaknesses;
- Completion of Internal Audit Programs/ Questionnaires drafting pending list and follow up with the Clients;
- Preparing Internal Audit Reports and Memos subject to Manager's / Senior Manager's review and being able to support the content of the reports;
- Working closely with the Head of the Department for the planning and the delivery of Internal Audit reports;
- Assisting with the management of portfolio of clients as well as assisting the Director and Manager with other major tasks;
- Remaining up to date with all applicable regulatory requirements of the Cyprus Securities and Exchange Commission ("CySEC") and European Securities and Market Authority ("ESMA");
- Remaining up to date with directives, regulations, circulars and other similar regulatory documents issued by CySEC and/ or ESMA;
- Remaining up to date with any new business and regulatory developments and requirements in meeting clients' needs;
- Identifying regulatory compliance deficiencies that require follow-up or investigation;
- Ensuring full and timely regulatory reporting (periodic and ad-hoc).

### **Qualifications and Requirements:**

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- University degree in Economics, Finance, Business Management, Law or any other relevant field;
- Holder of CySEC Advanced Certificate will be considered an advantage;
- Computer literate with confident use of Microsoft Office;
- Excellent communication and presentation skills;
- Willingness to Learn;
- Team player;
- Excellent knowledge of the Greek and English language;
- Attention to detail;
- Highly motivated.

The company offers an attractive remuneration package based on qualifications and experience, including flexible working hours as well as excellent opportunities for career development and advancement.

To apply for this vacancy, please send **your CV** to [rs@fincap.com](mailto:rs@fincap.com).

***All applicants will be treated with strict confidentiality. Kindly note that only successful applicants will be contacted.***