

SENIOR DEPUTY MANAGER - INVESTIGATIONS & OPERATIONS AUDIT

To assist Manager Audit /VP - Audit, to carry out unbiased quality investigations in a timely manner and provide accurate and timely investigation reports to the Board Audit Committee (BAC) and the Management.

To ensure efficient execution of the risk based annual audit plan and spot audits. Thereby provide reasonable assurance on the adequacy of the design and effectiveness of the Bank's internal controls.

THE JOB

- To ensure that the Investigations, Process Verifications, Spot Checks and Individual Audits are carried out in line with the internal audit framework that includes Charters, policies, guidelines and procedures of the bank.
- Check adherence with laid down policies and procedures in the allocated auditable areas.
- Assist in verifying established controls were followed by the staff under investigation and raise any control gaps in the processes.
- Assess risk of all auditable areas allocated based on the Board Approved Risk Assessment framework.
- Assist the Manager Audit in planning, leading and coordinating Investigations and / or ad hoc reviews as directed by the Board and BAC based on whistle blown events and at Senior Management request.
- Ensure that all the processes relating to investigation are followed, that includes gathering unambiguous evidence, obtaining written statements from all the involved people, derive financial impact of the fraud etc.
- Ensure all applicable risks are adequately covered as per the scope, during Operational audits and spot checks.
- Ensure full compliance with the BAC approved audit methodology and framework.
- Carry out surprise verifications/ analyses reports/systems to identify high risk open areas/issues that need immediate rectification and reporting.
- Represent Internal Audit when necessary to coordinate with the External Auditor in providing evidences for the CAFs.
- Review Management Action plans provided for the Process Improvements highlighted in Investigation Reports along with the timelines.
- To ensure that all audit documents/evidences of the bank & subsidiaries are preserved and maintained for future reference.
- Check adherence to regulatory requirements during regular audits/Investigations.
- Represent Audit for various projects /review meetings where necessary.
- Represent the Internal Audit at Domestic Inquiry Process, Courts Cases, Labour Tribunal hearings and ability to provide statement at Fraud Investigation Bureau / CID and manage insurance service providers for necessary insurance claims.
- Having ability to manage audit data analytics requirements independently.

THE PERSON

- Should be Part Qualified in Banking or Finance OR Degree in any Commerce/Finance Discipline.
- Possess around 10 years of working experience in Audit/Operational Areas of a Bank OR investigation experience of 05 years coupled with industry experience.
- Pay attention to details.
- Must be fully conversant with MS Office Applications and SQL queries/ data retrieval techniques.

Please login to <https://www.ndbbank.com/careers> to apply on or before 24th December 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources