

SENIOR DEPUTY MANAGER - INTERNAL AUDIT

To assist team leader / VP –Internal Audit, in providing reasonable assurance to the Board Audit Committee (BAC) and the Management on the adequacy of the design and effectiveness of the Bank's internal controls. Primary responsibility is to plan, perform and lead (where required) yearly audit on support functions as assigned by the team leader in line with the department's annual audit plan. The audits referred to are treasury (to which experience has been gained), Shared services, Administration, Compliance, Ops risk, Finance related areas, Data analytics etc.

THE JOB

- To ensure that the individual audits are carried out in line with the internal audit framework that includes Charters, policies, guidelines and procedures for the bank & subsidiaries.
- Ensure that the team supervise check adherence with laid down policies and procedures for the allocated auditable areas.
- Review policy/ guidelines annually or as per regulatory requirements/bank norms and recommend improvement of policies, systems, processes and practice taking into account best practices, change in the local and international standards and changes in the business environment which demand proactive plans.
- Ensure that all internal control assessments related to operational areas are verified by staff supervised during audits.
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- Preparation of risk assessment profiles (RAPs) in relation to auditable areas relating to support services at the end of the year in order to determine the approach for the next years audits.
- Preparation and /or updating the audit programs and available controls in line with changes in policies, procedures and based on various intensities of the audits.
- Scheduling brainstorming session before commencement of the audit with the rest of the audit staff.
- Prepare planning documentation as per the audit methodology for TL review.
- Supervise and guide the other team members when leading audits and ensure that work carried out is based on agreed audit programs and checklist.
- Coordinated and conduct exit meetings with the TL to discuss audit findings and concerns with the auditees upon completion of filed work.
- Reviewing management action plans provided to ensure risk are mitigated timely and coordinate with management to obtain proper action plans.
- To ensure that all audit documents of the audit areas of the bank are maintained for future reference.

THE PERSON

- Fully qualified in Banking (Diploma in Banking and Finance from IBSL) or possess an equivalent degree.
- Possess around 10 years of experience in Operational areas of a bank OR Audit Experience of 06 years' coupled with industry experience.
- Possess competencies over technicalities in operational areas.
- Excellent analytical skills and effective verbal, written communication skills.
- Pay attention to detail.

The position is at Senior Deputy Manager Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 20th February 2025.

We will correspond only with the shortlisted applicants

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Vice President Human Resources