

## ***Position Description***

Position Title	Clerk (Internal Audit Unit)
Reporting to	Manager (Internal Audit Unit)

### ***1.0 Overall Purpose of the Position***

To participate actively in internal audit functions by carrying out parts of or whole activities in obtaining audit evidence and reporting it.

### ***2.0 Main Responsibilities***

- Conducts work in accordance with the Bank's Risk-based Internal Audit Methodology and the Internal Audit Standards issued by the Institute of Internal Auditors (UK & Ireland) and the Information System Audit and Control Association;
- Develops and maintains audit programmes, conducts fieldwork and drafts audit reports;
- Conducts snap-checks assigned by the Manager (Internal Audit);
- Assists the Manager/Supervisor (Internal Audit) throughout investigations;
- Assists the Manager (Internal Audit) to carry out consultation work on diverse Bank matters;
- Attends meetings as requested and takes minutes when required;
- Performs research, data collection, analysis, review and report writing;
- Carries out the administrative tasks related to the Unit;

- Performs any other duties which may be assigned to him/her from time to time;
- Adheres to the Code of Ethics issued by both the Bank, the Institute of Internal Auditors (UK & Ireland) and the Information System Audit and Control Association.

### ***3.0 Knowledge and Skills***

- Must be computer literate;
- Must be organised and meticulous in approach;
- Must possess strong interpersonal and communication skills;
- Must have good writing skills.