



Job Description

JOB TITLE	Senior IT Internal Audit Officer
LEVEL/BAND	MM22
DEPARTMENT	Internal Audit
DIRECT REPORT (JOB TITLE)	Internal Audit Manager

Overall Purpose of the Position

To supervise the execution of independent reviews and audits within the Bank and the provision of advice on activities of the Group with specific focus on IT processes and systems, as directed by Head of Internal Audit and/or Manager. Such reviews and audits involve identifying the auditable area's risk profile as well as assessing and reporting on the effectiveness of the related internal control framework through the audit's execution cycle – planning, fieldwork, reporting and follow-up, following the risk-based methodology as defined in the Bank's Internal Audit documented framework.

Operational Responsibilities

- Adhere to the Code of Ethics issued by the Bank, the Institute of Internal Auditors (UK & Ireland) and the Information System Audit and Control Association.
- Be responsible primarily for the execution of the Group's IT audits, covering general IT controls, in line with Internal Audit's documented framework. This involves developing audit programmes for the IT auditable areas, processes and systems reviewed, conducting the related fieldwork, proposing practical and value-added recommendations to address any weaknesses noted, drafting audit reports as well as discussing findings and recommendations with the auditees.
- Update the Audit Universe as part of the annual process leading to the formulation of the annual Audit Plan.
- Assist third party service providers, engaged by Internal Audit to carry detailed technical IT reviews, such as vulnerability and penetration testing.
- Supervise the execution of audits (both general as well as IT-related), snap checks, and other audit work carried out by Internal Audit, thus ensuring that these are in line with the Bank's Internal Audit documented framework (Internal Audit Charter, Code of Ethics, Policies & Procedures Manual and working guidelines), as approved by the Audit Committee.
- Review the audit working papers, covering the audit's planning, including audit programme and fieldwork.

- Lead the discussion of findings and recommendations with the auditees during the fieldwork's exit meeting.
- Provide coaching and guidance to the Department's Officers on the drafting of Internal Audit Reports (general and IT-related Audits) and draft such reports after each audit assignment. These reports shall include the audit findings, risk implications and value adding recommendations, addressing the weaknesses noted.
- Conduct snap checks as well as execute I audits of more complex and technical nature, in line with Internal Audit's documented framework. This involves developing audit programmes for the auditable areas and processes reviewed, conducting the related fieldwork, proposing practical and value-added recommendations to address any weaknesses noted, drafting audit reports as well as discussing findings and recommendations with the auditees.
- Monitor and follow-up on the agreed corrective action plans, resulting from audits and other reviews concluded by Internal Audit, Regulators and Statutory Auditors as well as supervise the follow-up process carried out by the Department's Officers.
- Supervise and/or conduct investigations, particularly involving IT-related processes and systems carried out by Internal Audit. Investigations can be of a sensitive nature which could involve any level of staff members, clients and/or suppliers, as requested by the Head of Internal Audit.
- Assist the Head of Internal Audit and/or Manager in providing advice on any activities of the Group as part of Internal Audit's advisory role.
- Supervise the internal audit team assigned on a particular review/exercise as directed by the Head of Internal Audit and/or Manager.
- Sit on committees and attend meetings when required and take minutes.
- Update the knowledge, skills and disciplines needed to carry out audit responsibilities by attending the required training to maintain awareness of new trends and developments in the field of auditing and best practices within banking institutions.

General Responsibilities

- Assist in the Department's General Administrative duties, including on-going maintenance of timesheets and audit software.
- Assist their reporting lines in ensuring on-the-job training for the Department's Officers as well as job rotation thus better ensuring business continuity.
- Assist their reporting lines in the preparation of the Department's business plan and underlying budgets.
- Assist their reporting lines in appraising the performance of the Internal Audit staff and ensure that the assessments are carried out on time.
- Submit any reports and/or supervise any projects and activities as may be directed from time to time.
- Ensure compliance with Bank's policies, guidelines and underlying procedures at all times.
- Perform any other duties that may be reasonably assigned.
- Maintain good working internal and external relationships.

- Perform standard office tasks including processing mail, answering phone calls, ordering supplies and filing.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Have good written and verbal communication interpersonal and relationship building skills.</p> <p>Have strong ethical standards and high levels of integrity.</p> <p>Be objective, assertive and have a professional scepticism mind-set.</p> <p>Be reliable, organized, meticulous, prepared to work under pressure and use own initiative.</p> <p>High attention to detail and excellent analytical skills.</p> <p>Ability to think objectively and demonstrate sound judgement.</p> <p>Have courage and ability to challenge the status quo and inspire others to look for improvement opportunities.</p>	<p>Have 4+ years' progressive experience working in IT or IT Auditing or IT Risk Management.</p>	<p>Be in possession of a recognised IT qualification.</p> <p>Hold or is in the process of attaining a CISA or related qualification.</p>

	<p>Possess good business-report writing skills.</p> <p>Be computer literate and conversant in MS Office applications.</p> <p>Be a team player while still being able to work independently when needed.</p>		
DESIRABLE		<p>Knowledge of Banking Products, including Trade finance products, Banking Operations, Banking Regulations, Risk Management, Financial Management, and Compliance.</p> <p>Good negotiation skills.</p>	<p>Certifications and/or qualifications in accounting, banking, actuarial, risk management, financial analysis, planning and management considered an asset.</p> <p>Certifications and/or qualifications (or reading to) in Ethical Hacking, and/or other Technical IT / Information Security (e.g. CISSP, CISM, CSC, MCSA, etc.) would be considered an asset.</p>