



Job Description

JOB TITLE	Internal Audit Officer
LEVEL/BAND	MM20
DEPARTMENT	Internal Audit
DIRECT REPORT (JOB TITLE)	Internal Audit Manager

Overall Purpose of the Position

To perform and execute independent reviews and audits of various auditable units/areas and processes within the Group and provide advice on any activities of the Group, as directed by Head of Internal Audit/Internal Audit Manager/Senior Internal Audit Officer, adhering to the risk-based methodology defined in the Bank's Internal Audit documented framework.

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.

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.
- Execute audits and conduct work in accordance 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, thus ensuring that such reviews are performed on a risk-based approach, at the same time assuring independence, objectivity and departmental efficiency through proper time management.
- Develop and maintain audit programmes for the auditable areas and processes reviewed, conduct the related fieldwork, propose practical and value-added recommendations to address any weaknesses noted, draft audit reports, discuss findings and recommendations with the auditees and submit the final report accordingly.
- Conduct snap-checks assigned by the Head of Internal Audit and/or Internal Audit Manager and/or Senior Internal Audit Officer.
- Assist the Head of Internal Audit and/or Internal Audit Manager and/or Senior Internal Audit Officer and actively participate in the conduct of investigations carried out by Internal Audit. Investigations

can be of a sensitive nature involving any level of staff members, clients and/or suppliers as requested by the Head of Internal Audit.

- Monitor and follow-up on the agreed corrective action plans, resulting from audits and other reviews concluded by Internal Audit, Regulators and statutory auditors.
- Assist the Head of Internal Audit and/or Manager and/or Senior Internal Audit Officer in providing advice on any activities of the Group as part of Internal Audit's advisory role.
- Assist the Head of Internal Audit and/or Manager and/or Senior Internal Audit Officer in the planning, organisation and development of the Group's Internal Audit Annual Plan to be presented to the Audit Committee for approval.
- Perform research, data collection and analysis as well as carrying out remote monitoring responsibilities.
- 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

- Ensure a high quality/standard of work and service throughout.
- Assist in the Department's General Administrative duties, including on-going maintenance of timesheets.
- Submit any reports and/or participate in any working groups, 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 assigned from time to time.
- 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>Possess good analytical skills and an eye for detail.</p> <p>Possess good business-report writing skills.</p> <p>Be computer literate and conversant in MS Office applications.</p> <p>Be reliable, organised, meticulous, prepared to work under pressure, and use own initiative.</p> <p>Be objective, assertive and have a professional scepticism mind-set.</p> <p>Have strong ethical standards and high levels of integrity.</p> <p>Have good written and verbal communication interpersonal and relationship building skills.</p> <p>Have the courage and ability to challenge the status quo and inspire others to look for</p>	<p>Have a minimum of 2+ years' experience working in auditing, preferably in Internal Audit practices and Methodologies, or in a Credit or financial institution, having formed part of at least one of the Institution's Front Office, Operations, Risk Management, Compliance, Finance, Asset & Liabilities Management and Investments functions.</p>	<p>Possess suitable certification/qualifications (preferably degree or higher) in banking, auditing, risk/financial management or accounting.</p>

	<p>improvement opportunities.</p> <p>Be a team player while still being able to work independently when needed.</p>		
DESIRABLE		Good negotiation skills.	<p>Knowledge of Banking Products, including Trade finance products, Banking Operations, Banking Regulations, Risk Management, Financial Management, Compliance and General IT risks.</p>