

## Job Description - Specialist, Financial Audit

Job Description of Specialist, Financial Audit			
<b>Job Title:</b>	Specialist, Financial Audit	<b>Department:</b>	Internal Audit
<b>Grade Level:</b>		<b>Unit:</b>	Financial Audit
<b>Reports to (Title):</b>	Head, Internal Audit		
Job Objective and Summary			
<p>Work with Head of Internal Audit to execute and deliver planned internal audit activities for the Bank which includes assessment of risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations. Assist in executing other audit matters and projects as well as review Bank's compliance with financial and statutory regulations, and standards.</p>			
Core Responsibilities and Key Result Areas			
<p><b>Audit Planning &amp; Risk Management</b></p> <ul style="list-style-type: none"> <li>Develops detailed program of activities, including the scope, objective, risk analysis, methodology and allocation of staff for Routine, Systems, Process Audits, Spot Checks, investigation etc.</li> <li>Assists with planning regular risk-based audits and compliance testing to ensure that procedures are operating effectively with appropriate controls and recommend changes where necessary</li> <li>Contributes to the development and implementation of the Bank's annual audit plan to ensure compliance with financial and statutory regulations, and standards.</li> </ul> <p><b>Auditing</b></p> <ul style="list-style-type: none"> <li>Conducts audit testing of specified area and identify reportable issues and dimension of risk in line with risk based audit plan</li> <li>Properly manage audit evidence, collates and references audit working papers in line with best practices</li> <li>Participates in the preparation of audit reports to be presented to the Management / Board</li> <li>Ensures follow-up on the internal control systems established to ensure compliance with policies, plans, procedures, laws, regulations, contracts, and ethical business conduct.</li> <li>Assists the Head, Internal Audit with conducting ad-hoc audit reviews to investigate areas identified by management and carry out any special projects assigned</li> </ul>			
Key Performance Indicators			
<ul style="list-style-type: none"> <li>Audit reports submitted on-time</li> <li>Number of audit assignments completed</li> <li>Percentage of recommendations accepted</li> <li>Percentage of actions fully implemented</li> <li>Number of errors in prepared audit schedule</li> <li>Time taken to prepare audit schedule</li> <li>Number of briefing meetings held in the year on assignments</li> <li>Quality of reports produced</li> </ul>			
Competencies			
Knowledge	Technical Competencies	Behavioural Competencies	
<ul style="list-style-type: none"> <li>Understanding of audit and investigation principles and practice</li> <li>Understanding of international accounting standards</li> <li>Possession of business acumen and documentation</li> <li>Knowledge of risk management techniques</li> <li>Understanding of banking practice and related policy issues, their implications and applications</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates expertise in Budget and cost management</li> <li>Expertise in the use of P/C productivity tools such as Microsoft Word, Excel, PowerPoint, Power BI, etc.</li> <li>Excellent writing and oral communications skills</li> <li>Excellent organisational and co-ordination skills</li> <li>Excellent analytical skills</li> <li>Demonstrates expertise in Governance, Risk and Control</li> <li>Demonstrates expertise in relevant audit standards and guidance</li> <li>Demonstrates expertise in risk analysis and control assessment techniques</li> </ul>	<ul style="list-style-type: none"> <li>Problem solving</li> <li>Resilience and Tenacity</li> <li>Integrity</li> <li>Strong communication skills</li> <li>Team work</li> <li>Responsiveness</li> <li>Administrative ability</li> </ul>	

<ul style="list-style-type: none"> <li>• Understanding of financial and accounts management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates expertise in the collation, analysis and summary of financial operations data</li> <li>• Demonstrates expertise in numerical analysis</li> <li>• Proficiency in report writing</li> </ul>	
<b>Qualifications</b>		
<b>Educational Qualifications</b>	<b>Professional Qualifications</b>	<b>Experience Qualifications</b>
<ul style="list-style-type: none"> <li>• A bachelor's degree in any accounting or social sciences related discipline</li> <li>• A post graduate degree in a business-related field or management is an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Membership in accounting / auditing associations such as ICAN, ACCA, CPA, CIMA, IIA or CISA, etc. is required</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 7 years working experience in an accounting/ auditing role is required.</li> </ul>