



JOB TITLE: Senior Auditor (1 Position(s))

Job Location : Head Office

Job Purpose:

The position is responsible for assisting the Audit Manager by leading and coordinating the audit assignments at planning, on the field execution and reporting of audit engagements. The position is also responsible for assisting the Managers and Senior Managers by ensuring key risks (including fraud risk) of the process being audited are identified and well communicated and understood by the audit team. Also, the position is responsible to ensure that sufficient audit evidence have been documented to support audit opinion and drafting quality audit reports to be presented to management.

Main Responsibilities:

Audit Delivery & stakeholders management

- As a team leader, coordinate the audit assignment by ensuring key risks (including fraud risk) of the process being audited are identified and communicated to other team member of the assignment.
- Confirm with process owners on the accuracy of processes flow documented.
- Communicate and liaise with the process owners in all matters regarding the assignment throughout the audit.
- Draft management letter points highlighting key control weaknesses noted during the audit and recommendations to improve them.
- Ensure that sufficient audit evidence have been documented to support audit opinion.
- Draft quality audit reports to be presented to the management.
- Identify root causes or contributing factors related to risks; make recommendations to improve shortcomings.
- Review of risk management, internal controls and governance processes in the department audited.
- Reviews the work of team members, raise review points, and ensure the review points have been cleared.

- Lead discussions with the business regarding audit observations ensuring observations are well understood and actions plans are agreed with the business to close the control weaknesses identified.
- Assist team members to address the review comments raised by the Audit managers/Senior audit managers.
- Ensure the completion of the Teammate file and all work papers has been properly documented and signed off.

Management and Leadership

- Provide leadership to the audit team in audit assignments through reviewing the work of team members, raise review points and ensure that the review points have been cleared.
- Coach team members.
- Provide regular feedback and training to junior auditors on areas that need improvement.

Knowledge Management

- Improve technical knowledge as well as soft skills through self-learning or training including mandatory CPE requirements.
- Be an expert in banking operations and share knowledge with the audit team and peers in the business through presentations.

Knowledge and Skills:

- A good knowledge of finance and accounting
- Leadership skills - ability to lead and motivate teams towards a common goal.
- Knowledge of audit tools such as ACL, IDEA, Microsoft vision etc.
- Knowledge of risks and controls of banking operations.
- Sound communication skills both written and oral.
- Knowledge of applying internal audit standards (IPPF) to perform value adding internal audit standards.
- Mastery in using Microsoft Office package such as Excel, Word, PowerPoint, Microsoft Visio etc.

Qualifications and Experience:

- Bachelor's degree in Business, Finance or related fields.
- Possession of professional auditing or accounting qualification i.e. CIA, CPA, CISA, ACCA or equivalent will be an added advantage.
- At least 4 years of auditing/accounting experience in a reputable audit firm or financial institution.
- Experience with internal audit practice in financial institutions.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving gender balanced workforce.

Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 07-Aug-2024

Job closing date : 21-Aug-2024

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