

**JOB DESCRIPTION**  
**Internal Auditor - PSIIA - 01**

**Job Objective**

Our client is a leading provider of integrated financial services, pensions and wealth management products and services. It offers a wide range of personal & commercial banking products through over 180 branches spread across every state in Nigeria and online banking platforms. We are currently looking for suitable candidates to fill the role of Internal Auditor within our client's organisation.

<b>Job Title:</b>	Internal Auditor
<b>Department:</b>	Internal Audit
<b>Reports to:</b>	Audit Manager/Lead Auditor

**Job Requirements**

To ensure that the internal audit function of the Bank provides quality services that complies with internal and international auditing standards and management expectations.

To effectively and efficiently carry out planned assignments approved by the Head of Internal Audit.

**Key Responsibilities**

- Having strong understanding of bank operations.
- Performing/leading audits in accordance with Group Internal Audit (GIA) methodology and professional practice standards; drafting of audit reports; presenting issues to the business; and discussing practical solutions.
- Applying in-depth level of expertise in branch banking operations including: ATM/Vault management, Credit, blank forms handling, physical security, etc.
- Understanding the interconnectedness of products and support units throughout the Bank and how they impact on the area of responsibility.
- Delivering timely high quality audit reports
- Upholding the highest possible quality of services through various quality control checks and appropriate allocation of duties.
- Maintaining the use of best practices by researching and adopting new audit techniques where relevant.
- Reporting monthly and quarterly and annual audit results; issues validation; participating in major Bank initiatives and proactively providing advice and assistance on change initiatives.

## Key Performance Measures

- Meeting quarterly audit plan targets.
- Submission of monthly, quarterly and annual reports to GIA and senior management.
- Budgetary expenditure variances to be positive.
- Level of legitimate complaints from customers and team to be nil or minimum.
- Positive feedback from Head, Internal Audit
- Positive feedback from Internal Auditors.

## Internal and External Relationships

### Internal Relationships

- Continuous communication with the Team Lead or Head, PBB/Business Support Audit to get advice and guidance.
- Consult with the Team Lead or Head, PBB/Business Support Audit to get ad hoc assignments and to obtain feedback on work done.
- Hold regular Portfolio Management discussions with auditee / stakeholder management to assess inherent risks and to obtain feedback on work carried out.
- Communication with the Team Lead or Head, PBB/Business Support Audit on progress with regard to the annual audit plan.

### External Relationships

- Relate with labour unions where necessary.
- Develop and maintain relationships with External Audit Institutions and Regulators to receive guidance and keep abreast with changes and developments.

## Qualifications/ Knowledge

- Must possess a first degree.
- A professional qualification such as CIA, CISA, CIMA, ACCA, ACA, COBIT or similar is a plus.

## Experience

At least 3 years of experience in banking operations or financial services audit function

## Personal & Technical Competence

### Technical

- Must be an articulate and effective communicator, both orally and in writing; must be energetic, approachable and confident.
- Good decision making abilities.
- Working knowledge of audit/risk assessment techniques and principles

- Clear and concise communication skills.
- Able to work successfully independently and in a team environment.
- Appreciate different styles or perspectives; values diversity and a diverse workforce.

### **Personal**

Problem Solving - Decide on which business areas to include in the annual plan, based on the global risk assessments and Audit Universe.

Planning - Decide on the composition of audit teams, gravity of cases to be investigated and time to be allocated thereto.

Decision making - Interpret audit findings and decide on suitability of recommendations made and overall rating awarded.