

## JOB DESCRIPTION

### Lead Auditor, Business Support & IT - PSILABS - 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 a suitable candidate to fill the role of a Lead Auditor, Business Support and IT within our client's organisation.

<b>Job Title:</b>	Lead Auditor, Business Support & IT
<b>Department:</b>	Internal Audit
<b>Reports to:</b>	Audit Manager

#### Job Description

- 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 the business.
- Developing and executing a robust Audit Plan by business entity, in accordance with internal policies, government regulations and Internal Audit professional practice standards.
- 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.
- Managing audit activities for a product line, process/function or legal entity.
- Applying in-depth level of expertise in several of the Bank's functions including: Internal Financial Control (IFC), Credit, Procurement, Compliance, Information Technology, 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; all reports emanating from the department should be checked for correctness.
- Managing a small to medium sized team of audit professionals; recruiting staff; developing talent; building effective teams and leading their professional development.
- Upholding the highest possible quality of services through various quality control checks and appropriate allocation of duties.

- Maintaining mutually beneficial relationships with business line management, external auditors, regulators and Group Internal Audit and providing them with periodic reports when required.
- Maintaining the use of best practices by researching and adopting new audit techniques where relevant.
- Monitoring staff performance standards for purposes of motivation, disciplining, counselling and rewarding.
- 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 Audit Manager, to get advice and guidance.
- Consult with the Audit Manager 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.
- Maintain close communication with Internal Audit team to provide guidance and enhance team spirit.
- Communication with the Audit Manager on progress with regard to the annual audit plan.

#### External Relationships

- Maintain close relationship with External Auditors during statutory audits.
- Liaise with Central Bank Examiners in the course of audits carried out by the Regulators.
- Liaise with other banks, particularly their Internal Audit and Investigation teams to share notes and enable a speedy resolution of investigation work.
- Relate with labour unions where necessary

### **Qualifications/ Knowledge**

Possess of a first degree; a professional qualification such as CIA, CISA, CIMA, ACCA, ACA, COBIT or similar.

## Experience

- At least 6 years of experience in audit including IT audit experience.

## Personal & Technical Competence

### Technical

- Specific subject matter expertise regarding the management of IT assets and infrastructure.
- Demonstrate experience in managing teams and managing integrated internal audit and assurance delivery within a matrix reporting environment.
- Effective negotiation skills with a proactive, no-surprise approach to communicating issues.
- Must be an articulate and effective communicator, both orally and in writing; must be energetic, charismatic and approachable.
- Strong interpersonal skills for interfacing with varying levels of business and internal audit management.
- Appreciate different styles or perspectives; values diversity and a diverse workforce.
- Exceptional candidates who do not meet these criteria may be considered for the role provided they have the necessary skills and experience.

### 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.