

## Executive - Investigation Audit

The job holder is responsible to assisting Internal Audit / VP- Group Audit, in providing reasonable assurance to the board Audit committee (BAC) and the management on the adequacy of the design and effectiveness of the Bank's internal control.

### Job profile

- To ensure that the individual audits are carried out in line with the internal audit framework that includes charters, Policies, guidelines and procedures for the bank & subsidiaries.
- To check adherence with laid down policies and procedures for the allocated auditable areas.
- To review policy / guideline annually or as per regulatory requirements/ bank norms and recommend improvements of policies , changes in local and international standards and changes in the business environment which demand proactive action plans.
- To ensure all applicable risks are adequately covered as per the scope, during operational audit & spots audit.
- To maintain and submit quality reports to the Team leader to ensure the process of finalizing audit reports within the timelines agreed.
- Gather all relevant evidences to support the audit issues.
- Assist the manager – Internal Audit to plan/lead/coordinate and effectively contribute by performing investigations and / or ad hoc reviews as directed by the manager internal audit based on whistle blown events and upon management request.
- To ensure that all the processes relating to investigation are followed, that includes gathering unambiguous evidence, listing all the involved people, localized or system-wide fraud, full financial impact of fraud and such others, as per policy.
- Assist the manager-Internal Audit/ VP –Group Audit to strengthen the audit framework, risk assessment process, audit check – list & internal control to ensure non-recurrence of frauds.
- Submission of timely and accurate audit report identify root cause for Team Leader Review.
- Assist Team Leader in reviewing management action plan provided to ensure risks are mitigated timely.
- Review adherence to the integrated risk management framework as applicable to the area.

### Applicant Profile

- Possess part qualification in Banking, Finance OR Degree in similar Qualification.
- Possess minimum of 7 years' of work experience in operational areas of a Bank and at least 2 years' experience in investigation or Audit experience of 5 years coupled with industry experience, including at least 2 years' experience in performing investigation.
- Must be fully conversant with MS Office Applications
- Possess strong communication, presentation, coordination, report writing skills, analytical skills and negotiation skills
- Should be a committed team player with attention to details and be able to work under pressure and deliver under very strict deadlines

Please login to <https://www.ndbbank.com/careers> to apply on or before 8<sup>th</sup> September 2022

We will correspond only with the shortlisted applicants

*"We are an equal opportunity Employer"*



Vice President  
Group Human Resources

