

# Associate Manager – Internal Audit

To assist Manager –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 controls. To ensure high quality accurate & timely investigation are carried out upon request, in an unbiased manner. To assist Team Leader by carrying out the audits assigned as per the audit plan & spot audits.

## THE JOB

- To ensure that the individual audits are carried out in line with the internal audit framework that includes characters, policies ,guidelines and procedures for the bank & subsidiaries
- Check adherence with laid down policies and procedures for the allocated auditable areas
- Make sure that all CAFs related to operational areas are verified during audits
- Assist Team Leader in the exercise of completing the RAPs of Operational Area Sub-divisions and auditable areas
- Ensure all applicable risks are adequately covered as per the scope, during Operational Audits & Spots Audits
- Submit quality reports to the Team Leader to ease the process of finalizing Audit reports within the timelines agreed
- Effectively conclude the project with the most efficiently concluded deliverable to Manager Internal Audit
- Based on Board Audit Committee clearance to support the business unit in refreshing the case to the CID and where required support the domestic inquiry process by presenting the evidence
- Assist the Team Leader in reviewing Management Action Plans provided to ensure risks are mitigated timely
- To ensure that all audit documents of the bank & subsidiaries are maintained for future reference
- Review adherence to the integrated risk management framework as applicable to the area
- During regular audits, check adherence with regulatory requirements
- To lead Audits & Investigation where applicable
- To obtain knowledge enhancements and keep informed of best practices
- Represent Group Audit for various projects such as system development /product review where necessary

## THE PERSON

- Be part/ fully qualified in Banking, Finance or possess an equivalent professional qualification.
- Possess around 07 years of experience in Operational areas of a bank and at least 02 years' experience in investigations
- Possess competencies over technicalities in operational areas
- Excellent interpersonal skills with effective verbal, written and communication skills
- Attention to detail

Position is at Associate Manager Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 18th January 2024.

We will correspond only with the shortlisted applicants

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Vice President Human Resources