

ASSOCIATE MANAGER OPERATIONS AUDIT & INVESTIGATIONS

To ensure efficient execution of the risk based annual audit plan and spot audits. Thereby provide reasonable assurance on the adequacy of the design and effectiveness of the Bank's internal controls and assist Manager /VP – Internal Audit, to carry out unbiased quality investigations/ special assignments in a timely manner and provide accurate and timely investigation reports to the Board Audit Committee (BAC) and the Management.

THE JOB

- 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.
- Check adherence with laid down policies and procedures in the allocated auditable areas.
- Assist in reviewing policy / guideline annually or as per regulatory requirements / bank norms and recommend improvement of policies, systems, processes and practices taking in to account best practices, changes in local and international standards and charges in the business environment which demand proactive action plans.
- Assist in verifying established controls were followed by the staff under investigation and raise any control gaps in the processes.
- Assist in covering the audit plan by supporting in carrying out audits/spot checks/ special verifications.
- Ensure timely completion of allocated arrears of the Audit Plan and any Spot Audits.
- Ensure all applicable risks are adequately covered as per the scope, during Operational audits and spot checks.
- Prepare planning documentation as per the Audit methodology for Team Leader review.
- Ensure full compliance with the BAC approved audit methodology and framework.
- Submit quality reports to the team leader to ease the process of finalizing Audit reports within the timelines agreed.
- Proceeding for necessary follow ups and/ or cense checks as per the audit methodology.
- Assist the Manager Internal Audit in planning, leading and coordinating investigations and/or ad hoc reviews as directed by the Board and BAC based on whistle blown events and at Senior Management request.
- Assist the Manager Internal Audit in completing assigned investigations timely and provide comprehensive investigation reports.
- Conversant with the Investigation procedures and necessary representations internally and/ or externally/ in law enforcement authorities and necessary engagements in such instances as when required.
- Carry out surprise verifications/ analyze reports/ systems to identify high risk open areas/ issues that need immediate rectification and reporting.

THE PERSON

- Should be Part Qualified in Banking or Finance OR Degree in any Commerce/Finance Discipline.
- Possess around 07 years of working experience in Operational Areas of a Bank OR Audit experience of 05 years coupled with industry experience.
- Pay attention to details and analytical skills.
- Must be fully conversant with MS Office Applications.

Please login to <https://www.ndbbank.com/careers> to apply on or before 05th May 2025.

We will correspond only with the shortlisted applicants

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Vice President Human Resources