

# SENIOR BANKING ASSOCIATE / JUNIOR EXECUTIVE INTERNAL AUDIT

The Job Holder is responsible for supporting the Group Audit function in evaluating the effectiveness of internal controls and ensuring compliance with policies and regulatory requirements. Assists in executing branch audits in line with the audit plan and reports findings to support risk management and process improvement.

## THE JOB

- Execute audits in accordance with the approved internal audit framework, policies, and procedures.
- Assess compliance with established policies, systems, and guidelines, and recommend improvements aligned with best practices and regulatory standards.
- Evaluate and validate internal controls, including BPM and Credit Manual requirements, during audit engagements.
- Conduct risk assessments and perform audits based on the approved audit plan and defined scope.
- Prepare comprehensive audit documentation, gather supporting evidence, and deliver high-quality reports within agreed timelines.
- Contribute to accurate and timely reporting by identifying root causes and supporting board-level reporting requirements.
- Monitor and follow up on audit findings to ensure timely resolution and effectiveness of corrective actions.
- Ensure proper documentation management maintain regulatory compliance, and support leadership, training, and continuous professional development.

## THE PERSON

- Part qualified in Banking (Branch Operations and Credit Management) related field.
- Proficiency in Microsoft Office.
- 05-10 years' experience in Branch Banking, with experience in auditing branches and relevant exposure in the areas of Branch Operations and Credit Management in a commercial bank.
- Strong analytical and communication skills.
- Communication and Presentation skills.

Position is at Senior Banking Associate/Junior Executive Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 30<sup>th</sup> April 2026

We will correspond only with the shortlisted applicants.

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Vice President Human Resources