

SENIOR MANAGER – TEAM LEADER INVESTIGATION

The job holder is responsible to supervise the Investigation team in carrying out unbiased quality investigations in a timely manner and provide accurate and comprehensive investigation reports to the Board Audit Committee (BAC). Guide Investigation teams in carrying out spot checks, routine checks and analyze exception reports to identify unusual patterns to detect malpractices/frauds at early stages to mitigate financial and reputational loss to the Bank.

THE JOB

- Verify reported incidents and align spot checks, routine checks and exception report from a fraud risk perspective while keeping to the Strategic plan & direction of the Bank.
- Assist VP - Internal Audit, in planning, leading and coordinating investigations and / or ad hoc reviews as directed by the BAC to carry out unbiased quality investigations in a timely manner and provide accurate and timely investigation reports to the Board Audit Committee (BAC)
- Ensure adherence to respective Regulatory Guidelines, Charters, Policies, Guidelines and Procedures of the Bank & its subsidiaries are validated during investigations.
- Verify established controls were followed by the staff under investigation and highlight if any control gaps identified and suggest process improvements to enhance process controls supporting current business environment.
- Represent Internal Audit-Investigation Unit (IA-IU) in forums such as recovery of insurance claims related to investigations, EFC, Domestic Inquiries, law enforcement bodies including etc.
- Guide, supervise and conduct independent unbiased investigations by gathering unambiguous evidences, recording written statements from the staff involved and discover financial impact to the Bank.
- Assist the VP- Internal Audit to strengthen the audit framework, risk assessment process, audit check-list & internal control to ensure non- recurrence of frauds. Submit comprehensive and accurate investigation reports timely, identifying the root cause of the issue, to the Senior Management and BAC.
- Communicate process gaps, unusual trends identified and methods/ system reports used to detect such gaps during the investigations to other team leaders in Internal Audit to enhance detective controls during routine audits.
- Responsible for Guide, Supervise, Review and Finalize all work carried out by team members in order to finalize the investigation report.

THE PERSON

- Possess Full/Part qualification in Finance/Banking or Degree in any Commerce/Finance Discipline.
- Possess 15 - 18 years of Audit experience, out of which 10 - 15 years of Investigation / Risk Management experience.
- Experience in conducting investigations, providing statement at domestic inquiry, EFC and Fraud Bureau / CID will be an advantage.
- Excellent Communication and Presentation skills.
- Strong Planning and Organizing skills.

Position is at Senior Manager Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 03rd May 2026

We will correspond only with the shortlisted applicants.

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The future is banking on us

Vice President Human Resources