



Job Profile: Internal Audit Manager

Department: Internal Audit

Location: ABC Capital Bank Headquarters

Reports To: Chief Audit Officer (CAO) / Audit Committee

Date: February 2025

Position Overview:

The Internal Audit Manager will be responsible for overseeing and leading the internal audit department at ABC Capital Bank. The role requires a strategic leader with a deep understanding of banking operations, financial controls, and risk management practices. The Internal Audit Manager will ensure the effectiveness of internal controls, risk management, and governance processes across all business functions. This individual will provide independent, objective assessments of the bank's operations to promote a culture of accountability, compliance, and continuous improvement.

Key Responsibilities:

1. Leadership & Department Management:

- Lead and manage the Internal Audit Department, providing direction, guidance, and mentorship to team members.
- Develop and maintain a robust internal audit strategy in line with the bank's overall business objectives and risk framework.
- Oversee the design and implementation of the internal audit plan, ensuring adequate coverage across all business units, including financial, operational, compliance, and IT audits.

2. Audit Planning & Execution:

- Develop annual audit plans based on a thorough understanding of business risks, financial reporting, regulatory requirements, and internal controls.
- Lead and coordinate audit engagements across all bank divisions, ensuring audits are performed effectively, efficiently, and in compliance with industry standards and regulatory guidelines.

- Conduct risk-based audits, including assessing financial statements, internal control systems, operational processes, and compliance with regulations.

3. Reporting & Communication:

- Prepare comprehensive audit reports that summarize audit findings, risks, and recommendations for senior management, the Audit Committee, and other relevant stakeholders.
- Present findings and audit recommendations in a clear, concise, and actionable manner to senior leadership, highlighting key risks and control weaknesses.
- Work closely with senior management to develop and implement corrective actions in response to audit findings and ensure timely follow-up on open audit issues.

4. Compliance & Regulatory Oversight:

- Stay up to date with relevant regulatory requirements (e.g., Basel III, Sarbanes-Oxley, local banking regulations) and ensure that the bank's practices comply with applicable laws and standards.
- Assist in regulatory inspections and audits, ensuring that all necessary documentation and responses are prepared accurately and promptly.

5. Risk Management & Internal Control:

- Evaluate the effectiveness of internal controls across the bank's operations, identifying gaps and recommending improvements.
- Work closely with other risk management teams, compliance officers, and business units to assess and mitigate key risks affecting the organization.
- Develop and monitor key risk indicators (KRIs) to ensure proactive management of potential operational and financial risks.

6. Team Development & Training:

- Foster a high-performance culture by recruiting, training, and developing a skilled internal audit team.
- Conduct regular performance reviews, providing constructive feedback and career development opportunities for audit staff.
- Promote continuous learning and development in the field of internal auditing and risk management.

7. Advisory & Consulting Role:

- Provide advisory services to management on internal control matters, operational efficiency, and risk mitigation strategies.
 - Collaborate with business units to help enhance operational effectiveness, internal control frameworks, and compliance practices.
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Key Requirements:

1. Educational Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional certification such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Chartered Accountant (CA) is highly preferred.

2. Experience:

- At least 7-10 years of experience in internal auditing, with a minimum of 3-5 years in a managerial or leadership role, ideally within the banking or financial services industry.
- Extensive experience in auditing financial and operational controls, regulatory compliance, and risk management.
- Strong knowledge of banking products, services, and regulatory frameworks (e.g., Basel III, IFRS, and relevant local banking regulations).
- Proven experience in leading complex audit engagements and managing audit teams.

3. Technical Skills:

- Proficiency in audit methodologies, risk assessment techniques, and audit tools.
- Advanced understanding of financial accounting and reporting standards (IFRS, GAAP).
- Strong knowledge of IT auditing, cybersecurity risks, and data analytics tools is a plus.
- Familiarity with enterprise risk management systems and internal audit management software.

4. **Soft Skills:**

- Exceptional leadership and team management skills, with the ability to inspire and lead teams towards achieving audit objectives.
 - Excellent communication skills, both verbal and written, with the ability to interact with all levels of the organization and external stakeholders.
 - Strong critical thinking and problem-solving skills to assess complex issues and develop effective solutions.
 - High level of integrity, professionalism, and ethical standards.
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Key Performance Indicators (KPIs):

1. **Audit Completion Rate:** Timely completion of audit projects according to the annual audit plan.
 2. **Quality of Audit Reports:** Clarity, accuracy, and actionable nature of audit reports.
 3. **Corrective Actions Implementation:** Timely resolution of audit issues and follow-up on management actions.
 4. **Risk Mitigation:** Successful identification and mitigation of operational and financial risks.
 5. **Team Development:** Growth and performance of the internal audit team, including skills development and retention.
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Working Conditions:

- Full-time position based at ABC Capital Bank headquarters.
 - Occasional travel may be required for on-site audits at branch locations or other subsidiaries.
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