



Senior Audit Associate - Data Analytics (1 Position(s))

Job Location : Head Office

Job Purpose:

The position is responsible for assisting the Audit Manager by coordinating audit plans (small and medium scale audit assignments) for assigned projects by ensuring all risks in the project are identified. The position is also responsible for serving as a team leader for small and medium audit projects and special investigations. The position is responsible to ensure that sufficient audit evidence has been documented to support audit opinion and drafting quality audit management letter and recommendations to be presented to management.

Main Responsibilities:

Audit Delivery & stakeholders management

- Coordinate audit plans (of small and medium scale audits) for assigned projects ensuring all risks in the project are identified.
- Determine data requirements; accumulate, verify, and analyze processes to identify risks in the processes being audited.
- Function as a team leader in small and medium scale audits and special investigations.
- Perform audit as necessary, interview appropriate personnel.
- Identify causes or contributing factors relating to risks; make recommendations to improve control weaknesses identified.
- Review of risk management process, internal controls, and governance processes
- Review and evaluate all completed works, findings and recommendations and presence of sufficient supporting documentation.
- Prepare draft of audit findings and recommendations and submit a written report to Audit Manager for review.
- Ensure all review points raised in respect of his/her audit engagement have been cleared. As a team leader, coordinate the audit assignment by ensuring key risks of the process being audited are identified and communicated to the team of the assignment.
- Confirm with processes owners on the accuracy of processes flow documented.
- Ensure that sufficient audit evidence has been documented to support audit opinion.
- Ensure completion of the Teammate file and that all work has been properly documented and signed off.

Management and Leadership

- Provide leadership to the audit team in small and medium scale audit assignments through reviewing the work of team members, raises review points and ensure the review points have been cleared.
- Providing coaching to team members.

Knowledge Management

- Improve technical knowledge as well as soft skills through self-learning or training including mandatory CPE requirements.
- Be an expert in banking operations and share knowledge with the audit team and peers in the business through presentations.

Knowledge and Skills:

- A good knowledge of finance and accounting
- Exposure with internal audit practice in financial institutions.
- Knowledge of and mastery in using audit tools such as ACL, IDEA, Microsoft vision etc.
- Knowledge of risks and controls of banking operations.
- Sound communication skills both written and oral
- Knowledge of applying internal audit standards (IPPF) to perform value adding internal audits.
- Leadership skills in particular ability to lead and motivate teams towards a common goal.

Qualifications and Experience:

- Bachelor's degree in finance or business-related fields
- Possession of professional auditing or accounting qualification i.e., CIA, CPA, CISA, ACCA or equivalent is an added advantage.
- Possession of a post graduate degree in business or finance is an added advantage.
- At least 3 years auditing experience in a reputable audit firm or financial institution.

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving gender balanced workforce.
Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

*NMB Bank Plc does not charge any fee in connection with the application or recruitment process.
Should you receive a solicitation for the payment of a fee, please disregard it.*

Job opening date : 08-Apr-2024

Job closing date : 22-Apr-2024

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