

Job Description of Regional Auditor – Internal Audit Department

Function	Internal Audit Department
Job Summary	<ul style="list-style-type: none"> • The Auditor shall provide Independent, objective assurance and consulting services to add value and improve organization's operations. • Conduct audit and manage day to day audit function including review of the compliances given by the auditee in the assigned region. • Manage different kinds of audits like foundation audit, Regular audit, Surprise and Compliance audit and Special Audit. • Review the audit reports and present the critical audit findings to the AGM-IAD along with the patterns and root cause analysis.
Job Designation	Assistant Manager/Manager/Senior Manager
Job Role	Regional Auditor
Location	Karnataka (Branch Office of the Region allocated)
No. of Opening	1 (One)
# Duties/Responsibilities	
<ul style="list-style-type: none"> • To lead the team of Executive auditors in the region and provide support and guidance to them in implementing risk based internal audit. • Assess the risks of the audit entities (Branch offices of NABFINS) and develop risk based internal audit plan and present to the AGM-IAD for review. • Allocate the audit to the Executive auditors as per the approved audit plan. • Ensure audits are conducted as per the plan, internal audit reports are submitted on timely basis by the auditors for verification. • Conducting regular internal audit of branches/offices to clear backlog, if any. • Coordinate internal auditing activities and plans to ensure proper coverage and minimize duplication of effort. • Participating in final day discussion of regular internal audit of all offices/branches, either physically or through skype • Verify the audits conducted by the Executive Auditors and guide them regularly. Follow up with the Regional Managers – Operations on the issue of compliances and support them in compliance to audit findings. • Shall close the audit findings only upon satisfactory compliance from the auditee. • Conduct surprise compliance audit to ensure that branches comply with the Audit findings and submit the reports to the AGM-IAD. • Depending upon the portfolio quality and any fraud detection, conducts special audit of the branches and as per the directions of IAD, HO. • Special focus on high risk rated branches for avoiding any further damage/loss and also to reduce the number of high risk branches in his region, by effective monitoring • Ensuring compliance/closure of audit reports within the stipulated time • Staff planning, recommending/approval of staff leave/TA bills etc. • Any other work assigned by Internal Audit Department, HO from time to time. • Support the senior team member in updating the audit process and function based on the changes in regulation, organisation's policy and procedure. • Engage to continuous knowledge development regarding sector, regulations, best practices in audit and risk management process, audit tools and techniques. • Report on progress of implementation of policies and assist in establishing methods to improve efficiency and quality of services to reduce the vulnerability to fraud. • Effectively manage the auditors reporting them and provide mentorship support to the team member. • Ensure the performance management of the team and follow up regularly to ensure the individual goals as well as organisational goals are met. • Also complete all the tasks and responsibilities as assigned by the IAD from time to time. 	
# Required Skills/Knowledge	
<ul style="list-style-type: none"> • Strategic & Creative Thinking & Reporting • Ability to provide proper management insight and reporting; • Effective Communication Skill • Analytical Skill • People Development 	

Education and Experience

- Any Graduate/Master's degree in business administration or extensive experience in audit, risk, and controls
- Understanding of laws and statutory regulations pertaining to financial management, operations, audit, and compliance
- 3-5 years working experiences handling risks, internal audit, compliance, operations at reputed financial institutions or bank.
- Ability to work under stress and with tight deadlines