

## Job Description of Regional Auditor – Internal Audit Department

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

## # 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