

## **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>• Manage day to day audit function including monitoring of conduct of audit as per the approved audit plan, compliances from auditee.</li><li>• Conduct audit of HO departments as per the audit plan.</li><li>• Provide unbiased and impartial views based on the actual findings.</li><li>• Analyse the audit reports and prepare a consolidated report to AGM-IAD along with the patterns and root cause analysis.</li></ul>
Job Designation	Assistant Manager/ Manager
Job Role	Regional Auditor
Location	Bangalore
No. of Opening	2 (Two)
<b># Duties/Responsibilities</b>	
<ul style="list-style-type: none"><li>• To provide support and guidance to Regional Auditors 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 based on the information given by the Regional Auditors and present to the Chief Internal Auditor for review.</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>• 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 audit reports submitted by the Regional Auditors and guide them and guide them regularly.</li><li>• Follow up with the Regional Auditors on the issue of compliances.</li><li>• Shall close the audit findings only upon satisfactory compliance from the auditee.</li><li>• Ensuring compliance/closure of audit reports within the stipulated time</li><li>• Shall update 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>• Conduct Audit of HO departments as per the Risk Control Self-Assessment template and present the findings, compliance along with the recommendations to AGM-IAD for his review.</li><li>• Assist AGM-IAD in finalizing the Memorandum for the Board.</li><li>• Assist AGM-IAD in finalizing the agenda for Internal Fraud Review Committee Board.</li><li>• Conduct offsite monitoring of the branches and provide reports to AGM-IAD.</li><li>• Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.</li><li>• Support external audit review processes, maintains awareness of compliance issues, and in conjunction with the supervisors, responds to administrative inquiries related to compliance issues or audits.</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>• Train the new incumbent in Audit process and ensure that they follow the guidelines as per the prescribed process.</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 IAD time to time</li></ul>	

#### # Required Skills/Knowledge

- Team work
- Leadership skill
- Effective time management skill
- Good communication skill
- Analytical Skill
- People Development

#### # Education and Experience

- Graduates/ 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