

## **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	Jharkhand (Branch Office of the Region allocated)
No. of Opening	1 (One)

### **# Duties/Responsibilities**

- 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**

- 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
- 4-5 years working experiences handling risks, internal audit, compliance, operations at reputed financial institutions or bank.
- Ability to work under stress and with tight deadlines