

List of Duties

Department: Internal Audit

Position: Assistant Principal

Under the direct supervision of the Supervisor/Principal

JOB SUMMARY

An Assistant Principal in the Internal Audit Department is:-

- Primarily tasked with conducting timely risk-based assurance and consulting engagements as directed by the Director, Internal Audit Department, in accordance with the annual audit plan. These audits are designed among others: to focus on the safeguarding of assets, reliability and integrity of operational information, accuracy of financial reporting and compliance with the Bank's policies.
- Involved in the continuous risk management processes.

Duties and Responsibilities

1. Attend engagement meeting with supervisory staff.
2. Preparation of the engagement work programme for review.
3. Determine appropriate and sufficient resources to achieve engagement objectives.
4. Perform field work to execute the assigned engagement. This entails:-
 - (a) Document and the review of system notes.
 - (b) Use of various techniques such as inspection of records and documents, physical verification, observation, inquiry and confirmation, computation and analytical procedures.
 - (c) Obtaining sufficient and reliable audit evidence to support findings.
 - (d) Maintain audit queries list.
 - (e) Continuously updating of the work programme during the execution of an engagement.
5. During field work, as necessary consult with the Supervisor/Principal/Peers on proper audit techniques, data gathering and analysis methods, quantity and quality of documentation.

6. Attend periodic status meetings and provide adequate feedback on work performed.
7. Prepare a list of findings and draft report, detailing actionable recommendations and submit to the Supervisor/Principal.
8. Participate in the review stage of the engagement through discussions with the Reviewer.
9. Prepare and maintain proper working papers for each assigned engagement, ensuring that these working papers are assembled, labelled and legible.
10. Participate in operational activities which necessitates the presence of an internal auditor to validate accuracy, accountability and transparency.
11. Any other duties that may be assigned by Management.

EDUCATION AND EXPERIENCE

- Association of Chartered Accounts (ACCA) Level II (In progress or completed) OR
- Bachelor's degree in Accounting / Banking & Finance from a recognized University, with at least 3 years accounting/auditing experience OR
- CAT (Completed) with at least 4 years accounting/auditing experience.

Applicants must be proficient in Microsoft Word and Excel and also possess excellent interpersonal, written and oral communication skills.