

VACANCY

INTERNAL AUDIT MANAGER - HEAD OFFICE

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

To provide management with independent and objective assurance and consultancy services designed to add value and improve Al Baraka Bank's operations through the design of systematic, disciplined approaches which evaluate and improve the effectiveness of risk management, control and governance processes.

MAIN FUNCTIONS OF THE JOB

Staff Management

- Ensures that appropriate structures are developed and employee levels monitored in order to maintain the effectiveness of the department.
- Collaborates with the HR Department issues regarding recruitment and follows up on information resulting from exit interviews.
- Ensures new employees within the department are effectively inducted before commencing duties.
- Conducts Performance Development Programme with the outcome to identify training requirements in order to enhance the capabilities of the employee.
- Manages service excellence by ensuring that effective working relations are maintained with Executive and Operational Management in order to fully meet expectations and requirements.
- Analyse audit effectiveness questionnaires and effectively maintains continuous improvement of the level of internal audit services.

Departmental Administration/Control

- Ensures departmental policy and procedure manuals are developed in line with appropriate standards, practices, methodologies and directives.
- Evaluates policies and procedures including methodologies on an ongoing basis, and implements amendments as required in order to promote efficiencies within the department.
- Manages staff and assignments.
- Develops and implements an appropriate system to ensure that employee/s are productive, cost effective and the work progress is monitored.
- Analyse staff productivity information on a monthly basis and takes appropriate corrective action.
- Ensures audit plans are accomplished within department budgets.
- Compiles and submits annual department budgets for approval.
- Investigates monthly variances and ensures that a plan of action is implemented and reported on.

Internal Audit Programme

- Identifies high risk areas within each department through Internal Audit workshops using TeamMate software.
- Analyse and prioritises information followed by the development of a risk based audit plan (3 year rolling/annual).
- Submits proposed audit plan to the Audit Committee in November for approval via EXCO.
- Implements Bank's Annual Audit plan.

- Develops a resource allocation plan which assigns audits, using appropriate resources.
- Manages the implementation of each audit assignment, ensuring pre-audit meetings with executive and/or his managers, deadline dates, expected time requirements and completion dates.
- Supervises the completion of each assignment, ensures clarification of audit report items and obtains approval for submission to Executives.
- Monitors resolution of audit issues requiring attention via the control issues log.

IT & Shariah Audit

- Manages the activities of the Internal IT Auditor ensuring completion of IT audit tasks in terms of the annual audit plan.
- Manages the process of appointing External Consultants to assist Internal Audit with IT auditing as and when appropriate.
- Submits proposed IT and Shariah audit plan together with the annual audit plan to the Audit Committee for approval via EXCO and Shariah Supervisory Board.
- Obtains detailed IT and Shariah audit schedules from Internal IT Auditor which are continuously monitored to ensure that deadlines are met.
- Facilitates progress meetings with the Internal IT and Shariah Auditor on a weekly basis.

Quality Assurance

- Conducts management reviews ensuring that internal audit standards, have been met and the objectives of the specific assignment achieved.
- Edits and approves reports for final issue within one month of the field work having been completed.
- Monitors quality control reviews by Senior Internal Auditors and outcomes discussed at a meeting with relevant employees.
- Ensures that independent quality assurance reviews are conducted in line with IIA and Corporate Governance standards every 5 years.

Stakeholder Liaison

- Maintains relationships with ABG Group Internal Audit, Audit Committee, Reserve Bank, General Managers, Executives and external auditors.
- Facilitates meetings with ABG Group Internal Audit(quarterly), Reserve Bank(needs basis), Audit Committee Chairman(needs basis/prior to each Audit Committee meeting), General Managers and Executives(twice per annum) and external auditors (quarterly)to discuss issues of audit significance.
- Visits one Corporate Internal Audit department per annum for benchmarking purposes and provides feedback to the Chief Executive.

Strategic Objectives

- Identifies efficiencies, increasing income and reducing costs by way of value add findings in audit reports.
- Enhances data analytics process.
- Investigates/promotes use of IT innovation in audit process.

QUALIFICATIONS

- A BCom degree, CIA or equivalent will be required in order to meet the requirements of the role at the highest level of competence. Also, a complete period of traineeship with Firm of Auditors will be required.

PREFERRED EXPERIENCE

- A minimum 4- 6 years Auditing experience with at least 2 years in a management position.

KNOWLEDGE

- Auditing techniques
- International Standards for the Professional Practice of Internal Auditing
- Computer programme (Spreadsheets, Word Processing, CAATS and Database)
- Understanding of policies and procedures

NOTE

- Due to this being considered a critical position at the Bank, notice of termination of employment is three (3) months.

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV and Application form to kameshini@albaraka.co.za