



HEAD, INTERNAL AUDIT

The Head, internal Audit will report to the board and will be required to formulate, design and implement strategies to monitor the activities and operations of ASO, ensure compliance with established regulatory requirement, policies and procedures, and provide overall leadership and direction to the Internal Audit team.

Job Summary

- Formulate, design and implement strategies to monitor the activities and operations of ASO
- Ensure compliance with established regulatory requirements, policies and procedures
- Provide overall leadership and direction to the Internal Audit team

Key Responsibilities

- Develop appropriate audit policies and methodologies
- Ensure adequate assessment of risks and controls relating to organisation wide activities and ensure compliance with established control procedures
- Ensure periodic checks are conducted on cash, inventories and bank assets/accounts
- Organise and oversee the audit process and ensure timely reporting within established quality levels and according to the audit plan
- Ensure periodic inspection of all branches in accordance with regulatory requirements
- Analyse and review the monthly financial management reporting and statements of the branches
- Manage the interface with related regulatory authorities (e.g. CBN) and the external auditors in the review of the ASO's transactions and activities
- Ensure that violations of operational procedures are properly investigated and make appropriate recommendations on preventive/remedial action
- Liaise with the Economic and Financial Crimes commission (EFCC) in the conduct of special investigations into incidences of fraud and other irregularities
- Conduct periodic evaluation of the adequacy of internal controls and efficiency /effectiveness of operations
- Participate in process improvement/redesign as well as systems implementation efforts to ensure adequate attention is given to control considerations

- Initiate and conduct spot checks on transactions and activities
- Ensure and oversee regular audit of the Bank's computer system operations including computer system and hardware, back-ups and disaster recovery system
- Assess quality of security and controls built into bank's computer systems
- Evaluate Bank's computer internal security and code systems and make appropriate recommendations
- Participate in disaster recovery exercises
- Monitor and oversee the quality of the audit reports
- Provide regular, accurate and objective reports/updates for management attention
- Ensure minimisation of sanctions on infractions
- Ensure the safe keeping of test keys, codes, list of authorized signatories and other security devices
- Serve on committees or cross-functional teams and perform other duties as assigned by the Managing Director or the Board of Directors

Competency and Skills Requirements

- **Technical Skills**
 - Expert knowledge of fraud behaviour and detection methodologies
 - Superior understanding of fraud detection processes for financial services industry
 - Superior understanding of federal regulations related to fraud
 - Demonstrated superior understanding of operational dynamics
 - Sound understanding of fraud type trends, operational impact on fraud losses and risk management tools and performance
 - Sound knowledge of the Nigerian financial services industry
 - Strong numeric and analytical skills
- **Soft Skills**
 - Excellent communication (written and oral), interpersonal and negotiation skills
 - High level of integrity and demonstrated ability to manage confidential information
 - Good analytical and problem solving skills
 - Strong leadership, supervisory and people management skills
 - Good sense of responsibility, accountability and dependability

Educational Qualification and Experience

- Bsc Accounting, Finance or any other relevant field of study
- Possession of professional qualification ACCA, CIMA, ACA, CPA, and or CISA

- Minimum of 10 years working experience out of which 5 years must be in similar role
- Proven track record of establishing and or managing an internal audit team in a bank
- Proven record of serving as Head of Operations or Branch Manager in a Bank