

Internal Bank Auditor Job Description

Title

Internal Bank Auditor

Reports To

Chief Executive Officer

Summary

The Internal Bank Auditor is responsible to the Board of Directors for reviewing all auditing functions performed by company personnel in addition to the maintenance, creation and upkeep of all auditing procedures and policies as assigned by the board. Internal Bank Auditor reports all findings directly to the Board.

Core Competencies

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Decision making and Judgement
- Operating Equipment
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Coaching and Mentoring
- Communication
- Energy & Stress
- Team Work

Job Duties

- Develop a strategic and comprehensive internal auditing program for the bank. Based on the internal auditing program, perform all financial, operational and compliance audits.
- Ensure that the Internal Auditing Program is in direct alignment with all Regulatory Agencies.
- Attend all Auditing Committee meetings.
- Meet all Auditing Committees responsibilities and duties.
- Meet with the Board annually and discuss possible improvements for the department in the coming year.
- Discuss and present auditing findings when requested.
- Compare banking practices against company policies and procedures to ensure alignment.

- Make recommendations for departments' improvement to increase efficiency and compliance.
- Report all auditing findings to senior management and the Board as requested.
- Conduct follow-up reviews of financial, operational, or regulatory compliance deficiencies noted during audits.
- Investigate all irregularities discovered while undergoing a company audit.
- Perform other duties as required, consistent with the goals, objectives, and responsibilities of the Internal Audit Department.

Requirements

- Bachelors degree in Accounting or Finance required.
- Qualification on Audit or Internal audit will be an added advantage
- Minimum of 5 years experience in a similar auditing position.
- Thorough knowledge of accounting practices/procedures required.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to build and maintain lasting relationships with corporate departments.
- Strong written and verbal skills to communicate with the board.
- Effective communication skills with individuals at all levels of the organization.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Able to work well under pressure and meet set deadlines.
- Ability to adapt to and learn fast new software.
- An understanding of all auditing ethics codes.
- Ability to follow through and complete overlapping projects.
- Able to work well under pressure and meet set deadlines.

Working Conditions

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 10lbs may be required.