



Job Description

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Job Title Senior Manager: Internal Audit	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 7 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Provide independent, reliable, valued, insightful and timely assurance to the Board and Executive Management on the effectiveness of governance, risk management and control over current and evolving risks.

Responsibilities

Financial (5%)

- Manage the Internal Audit costs in line with the approved IA budget.
- Conduct audit reviews that seek to optimize the bank's costs.

Internal business processes (75%)

- Assist in annual audit planning and scoping activities in line with the bank's strategic pillars.
- Execute the audit plan by timely delivery of audit and consultancy/advisory assignments.
- Utilize Data Analytics tools in audit testing to provide assurance on 100% population on automated processes.
- Document, and communicate to stakeholders the results of audit highlighting residual risks and proposing mitigating controls for future improvement.
- Track audit issues and perform issues validation on to confirm adequacy of issues closure by management.
- Assist in preparation of audit packs for Management, Group, and Board reporting.
- Conduct continuous business monitoring highlighting significant issues impacting the bank, and suggesting solutions to overcome them.
- Perform independent key risk assessments and evaluate impact on the overall bank's risk profile and audit universe.
- Provide support to external auditors, regulatory examiners and assessors in performing their reviews.
- Review regular financial/accounting reports including review of quarterly financial statements for publication purposes as guided by the Regulator (Bank of Tanzania).
- Monitor whistleblowing process in line with the bank's whistleblowing policy.
- Assist in review of Internal Audit policies, procedures, and methodology to promote efficiency in audit execution and provide greater value to the bank.

Customer (10%)

- Understand the needs of clients and make decisions using this knowledge, and perform customer centric audits targeting at improving process efficiency.
- Conduct advisory and consulting audit reviews targeting at customer value addition.
- Build strong relationships and mutual trust with all internal and external stakeholders.

- Timely discuss and agree on the factual accuracy of audit observations with audit clients.
- Produce timely audit reports, and follow-up on timely remediation of audit findings especially those with direct impact to customers.

Learning and growth (10%)

- Embrace continuous learning and professional development.
- Be a change agent and be positive to change.
- Open-minded spirit, receive and implement feedback
- Attain the minimum learning hours including mandatory annual CPD hours to maintain the requisite professional qualifications.
- Stewardship-be passionate about leaving things better than you found them.

Education & Qualifications

Academic Qualifications:

- First degree preferably in Accountancy, Finance or Business Administration.

Professional Qualifications:

- Qualified as CPA, ACCA, CIA, or equivalent

Requirements

Desired work experience:

- At least 7 years' experience of risk based auditing or risk/control assurance activities in financial services industry in a managerial position,
- Relevant experience in financial services industry and knowledge about new and emerging financial products and services
- Practical understanding of regulatory environment
- Proven track record of good conduct and high performance in previous roles.
- Practical experience in computer based audit techniques within financial service industry.
- Practical experience in use of Microsoft Office Packages.

Characteristics

Technical Competencies

- Agile: Deliver internal audit engagements using agile approach, and by applying the International Professional Practices Framework (IPPF).
- Governance, risk and control: Thorough understanding of governance, risk, and control appropriate to the bank.
- Business acumen: Maintain expertise of the business environment, industry practices, and specific organizational factors.
- Critical thinking: Process analysis, business intelligence, and problem solving techniques.
- Data Analytics: Use of computer based techniques in performing audits.
- Communication: Communicate with impact.
- Persuasion and collaboration: Persuade and motivate others through collaboration and cooperation.
- Improvement and innovation: Embrace change and drive improvement and innovation.
- Leadership: A trusted leader to others/colleagues
- Stakeholders' management: Understand, put a plan, and meet needs of all internal and external stakeholders.

Behavioural Competencies

- Integrity which establishes trust and provides the basis for reliance on Internal Audit judgment.
- Objectivity through making a balanced assessment of all the relevant circumstances, and not unduly influenced by self-interests or by others in forming judgments.
- Confidentiality: respect the value and ownership of information and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.
- Competency by applying the knowledge, skills, and experience needed in the performance of internal audit services. Do justice to your role and be accountable for the outcome.
- Respect: Respect and value those you work with and the contribution they make.

Reporting To

Head of Business Audit

Driving Licence

Not Required

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