



POSITION : INTERNAL CONTROL OFFICER
REPORTS TO : HEAD, INTERNAL CONTROL

JOB PURPOSE

To provide control, compliance, advisory and decision support services to the Bank's business units.

KEY RESPONSIBILITIES

- Ensure Policy/Procedure/Regulatory Compliance
- Provide Control and Compliance, Counselling, Advisory and Decision Support Service to the business units and strategic resource functions (SRFs).
- Create and improve homogenous Control Culture in the Bank.
- Ensure integrity of the GL balance report for the Bank through daily review and follow up on any observed discrepancy
- Ensure that open items in branches' GL accounts in the Bank are current and reflect the true nature of the products recorded therein.
- Ensure prompt and qualitative rendition of relevant returns and reports as may be required management.
- Institute and enforce aggressive Revenue Assurance and Cost Reduction Strategies/Tactics for branches in the bank to ensure 0% income leakage.
- Ensure prompt resolution of all open issues in the Inspection Report, Management letter, Regulatory Examiners Report and other Statutory Examiners Report involving branches in the Bank.
- Ensure prompt and qualitative rendition of relevant Control and Compliance reports to the Head, Internal Control including the Monthly Control Situation Report, Adhoc, Unusual Incidence Report, report on other assets ageing and provision etc
- Conduct regular spot checks/visitations to branches in the Bank – at least once per quarter and render the visitation report within 24 hours of return from the trip to management.
- Rendition of all Control Activity Reports within agreed deadlines
- General supervision and training of all internal controllers in the Bank
- Represent Internal Control Department in any area requiring the group presence in the affiliate.

A SUITABLY QUALIFIED CANDIDATE SHOULD HAVE:

Experience & Qualifications

- First or second degree in a related field (accountancy, finance, business, economics, banking, etc)
- Ideally holds professional qualification e.g., CIA, CPA, ACCA

Skills, Capabilities & Personal attributes

- Analytical and Investigation Skills
- Auditing Skills
- Accounting Skills
- Banking Operations/Credit (Domestic and Foreign) Skills

ECOBANK SOUTH SUDAN LIMITED

KOITA COMPLEX- MINISTRIES ROAD - P.O. Box 150, JUBA SOUTH SUDAN

Tel: (211) 954018018/922018018/922118118/977118118

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- Comprehensive Treasury skills
- Fraud and Operational risk knowledge
- Policy and Regulation interpretation and implementation.
- Oral and written Communication Skills
- Banking, Insurance, and financial services knowledge.
- Extensive Working Knowledge of Microsoft word, Excel and power point, Intranet Mailing facility and the core banking application of the bank
- Conceptual Skills



HOW TO APPLY:

Interested candidates for the above positions should submit their application and updated CV to: hrrecruitment@ecobank.com no later than 21st August 2021. **Only shortlisted candidates will be contacted**

