



# JOB PROFILE

Job Title	<b>Internal Auditor</b>
Reporting to	<b>Chief Executive Officer</b>
Location	<b>Juba with some light travel to Branches</b>
Grade/ Position Type	<b>Permanent</b>
Direct Reports	-

## Background

Kush Bank PLC established in 2012, is a fully licensed Commercial Bank, capitalized per the Bank of South Sudan requirements. Since commencing operations, the Bank has become recognized as a trusted Business Partner in the financial services sector and a stable partner to clients. We provide innovative and timely solutions to meet the unique requirements of organizations operating within South Sudan.

The Bank's mission is to offer a complete financial solution to partners through quality products and services, profitable financing solutions, innovative technology, and a knowledgeable, responsive team.

In the current Bank strategy, the envisioned success, expansion, and growth require a functional team who is responsible for ensuring compliance with established policies, procedures, and regulatory requirements, as well as identifying risks and recommending improvements to enhance operational efficiency and effectiveness.

## Role Summary

Reporting directly to the Chief Executive Officer (CEO) and maintain a functional reporting relationship with the Board of Directors through the Audit Committee, the Internal Auditor is responsible for planning, executing, and reporting on internal audits to ensure compliance with regulatory requirements, internal policies, and operational effectiveness at Kush Bank PLC.

The role involves assessing risks, evaluating internal controls, and making recommendations to enhance operational efficiency and mitigate potential risks.

## Roles & Responsibilities

### Key Responsibilities

#### 2.1. Audit Planning and Execution

- Develop and execute risk-based audit plans and programs.
- Conduct detailed audits of various functions, processes, and areas within the Bank.
- Undertake to assist in the investigation of cases of internal and external fraud, as requested.





## 2.2. Risk Assessment and Mitigation

- Identify and evaluate risks associated with Banking operations and processes.
- Develop and implement strategies to mitigate identified risks effectively.
- Work with the external auditors and other regulatory monitoring agencies to facilitate the gathering of required information.

## 2.3. Compliance and Regulatory Oversight

- Monitor and ensure compliance with relevant regulatory requirements and guidelines.
- Provide advise and effective challenges to internal stakeholders regarding the implications of the control environment on Business strategy and operating environment.
- Review and assess the Bank's compliance with internal policies and external regulations.

## 2.4. Internal Controls and Process Improvement

- Evaluate the effectiveness and efficiency of internal controls and operational processes.
- Recommend improvements to enhance internal controls and streamline Business processes.
- Liaise with departmental heads to ensure audit findings and recommendations are accepted and implemented.
- Assist in follow-up and disposal of cleared audit issues logged from previous audits.
- Guide/undertake consulting activities, as may be requested or required, in accordance with professional standards and provide sound advise on policies, procedures, risks and controls.

## 2.5. Audit Reporting and Communication

- Create work papers to ensure quality and consistent audits.
- Prepare detailed audit reports, including findings, recommendations, and action plans.
- Present audit findings and recommendations to senior management, the Audit Committee, and the Board of Directors.

## 2.6. Follow-up and Monitoring

- Monitor and track the implementation of audit recommendations.
- Report progress on the status of audit recommendations and follow-up actions.

## 1. Qualifications and Experience

### 3.1. Educational Qualifications

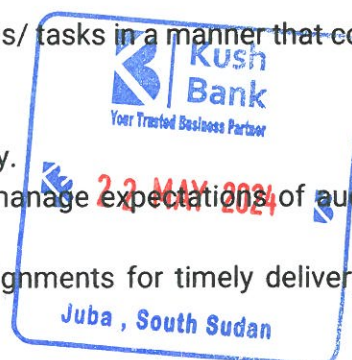
- Bachelor's degree or Masters in Accounting, Finance, Business Administration, or related field.
- Professional certifications Qualified such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or ACCA or equivalent are highly desirable.
- Banking professional qualifications are an added advantage.

### 3.2. Experience

- At least five years of relevant experience in internal auditing, risk assessment, or compliance within the Banking or financial services sector. **OR**
- At least three years experience in internal audit or having been trained with a professional firm of practising accountants for at least two years.
- Strong knowledge of Banking regulations in South Sudan, accounting principles, and auditing standards.

### 3.3. Skills and Competencies

- Technical skills to effectively perform Internal Audit activities/ tasks in a manner that consistently achieves established quality standards or benchmarks.
- Attention to detail and ability to maintain confidentiality.
- Performance management to optimize personal productivity.
- Interpersonal skills to effectively communicate with and manage expectations of auditees and other stakeholders who impact performance.
- Planning and organizing to effectively structure work assignments for timely delivery on audit assignments.



- Knowledge and effective application of all relevant Banking policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.
- Self-empowerment to enable the development of open communication, teamwork and trust that are needed to support true performance and a customer-service-oriented culture.
- Strong analytical and critical thinking skills.
- Excellent communication and interpersonal skills.
- Proficient in relevant auditing software and Microsoft Office applications.

This position is open to qualified South Sudanese candidates exclusively. If you have the above-required competencies, please send your CV, copies of Academic Documents, and an engaging letter by June 11<sup>th</sup>, 2024 through [recruitment@kushbankss.com](mailto:recruitment@kushbankss.com) or hand-deliver your application to Kush Bank Konyo Konyo Offices, Opposite Juba City Council.

Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applicants will be contacted.

