



SD-H3
2/8/2021

POSITION : INTERNAL AUDIT OFFICER
REPORTS TO : HEAD OF INTERNAL AUDITOR

JOB PURPOSE

Carry out internal audit & inspection by reviewing internal control systems of the Bank and carrying out investigations to ensure that Bank assets are safeguarded against misuse and loss and that all operations are carried out in an efficient and effective manner, in addition to ensuring compliance with all statutory requirements.

To contribute to the management of risk relating to the Bank's operation by executing planned audits, checking the soundness of internal controls and the compliance of Bank operations to set policies and procedures.

KEY RESPONSIBILITIES

- Carry out assigned audits after receiving the approval of the Head of Internal audit.
- Check and verify a variety of accounting and operational records against set work procedures, checking to ensure compliance in all instances.
- In undertaking audit assignments, check to ensure that Central Bank, Government and Bank policies and procedures are complied with fully. All exceptions to be reported.
- Verify posted data and other records against source documents so as to ensure accuracy.
- Identify and highlight transactions that do not appear to meet to set operating process, policies, etc.
- Draft audit reports and discuss with the Head of Audit, at the end of each audit assignment.
- Identify areas that require the strengthening of controls and make the necessary recommendations.
- Prepare audit work papers, summaries, etc in a manner that facilitates easy review by the Head - Internal Audit.
- At the end of the audit, meet with the Managers and supervisors and discuss operational inefficiencies and the required improvements.
- Conduct special investigations and other reviews as instructed by the Head Internal audit or the other members of management.
- Assist in both Head office department and Branch audits.
- Provide support to the external auditors as needed.

A SUITABLY QUALIFIED CANDIDATE SHOULD HAVE:

- Degree holder- BCOM Accounting Option
- ACCA
- Certified Internal Audit (CIA) Finalist
- 3 years' experience in internal audit Department

Skills, Capabilities & Personal attributes

- The ability to work independently under tight deadlines and with a high degree of initiative

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- Excellent interpersonal skills and good verbal and written communication skills.
- Computer skills
- Auditing
- Investigation
- Accounting
- Analytical
- Systems review
- Reporting
- Staff supervision



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**

