

EXECUTIVE – INVESTIGATIONS (AUDIT)

The Job

- Assist the Manager - Internal Audit to plan / lead / coordinate and effectively contribute by performing investigations and / or ad hoc reviews as directed by the Manager internal Audit based on the whistle blown events and upon management request
- Ensure that all the processes relating to investigation are followed, that includes gathering unambiguous evidence, listing all the involved people, localized or system-wide fraud, full financial impact of fraud and such others as per the policy
- Responsible in submitting quality reports to the Team Leader to ease the process of finalizing Audit Reports within the timelines agreed
- Ensure all applicable risks are adequately covered as per the scope during Operational Audits and Spot Audits
- Based on Board Audit Committee clearance to support the business units in referring the case to the CID and where required support the domestic inquiry process by presenting the evidence
- Ensure that the individual audits are carried out in line with the internal audit framework that includes Charters/ Policies/ Guidelines and Procedures for the bank and subsidiaries
- Responsible in Coordinating and Conducting exit meetings with the Team Leader and Auditee department/unit and Group companies

The Person

- Be fully or part qualified in Banking and Finance or possess an equivalent professional qualification.
- Possess 7 years of working experience in Operational areas of a Bank and preferable in having at least 2 years' of audit and / or investigation experience in investigations
- Possess excellent communications, presentation and negotiation skills
- Possess analytical skills and report writing skills.
- Be attentive to detail

Please login to <https://www.ndbbank.com/careers> to apply on or before 30th May 2021

We will correspond only with the shortlisted applicants

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Vice President
Group Human Resources

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