



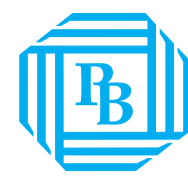
Prime Bank

PUTTING YOU FIRST

JOB OPENING

ASSISTANT MANAGER, INTERNAL AUDIT



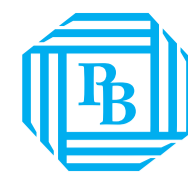


ROLE: Assistant Manager, Internal Audit
REPORTING: Head of Internal Audit
DEPARTMENT: Internal Audit
CURRENT POSITION: Assistant Manager

JOB PURPOSE

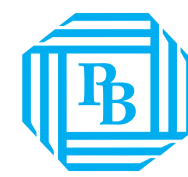
The main purpose of this role is to implement comprehensive audits that assess the effectiveness, efficiency, economy, compliance and ethical conduct of different business units and bank branches. This will entail leading, managing, planning and executing audits and ensuring that the quality of the audits are in accordance with internal audit policies and procedures and international internal audit standards.





KEY RESPONSIBILITIES

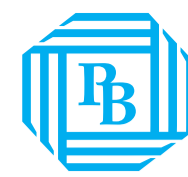
1. Participate in the preparation of the annual budget and work program of the department.
2. Keep abreast of local and global best practices in internal audit and make recommendations on how these impacts the Bank.
3. Demonstrate ownership of and communicate Internal Audit's strategic direction and objectives to all staff.
4. Participate in the preparation of annual budget in relation to Internal Audit and monitor its effective implementation upon approval.
5. Assist in developing policies and procedures for Internal Audit within the Bank's guidelines, and provide guidance to management in the interpretation and implementation of these.
6. Ensure adherence to the rules of conduct and values of the Bank and the professional ethical standards of the Institute of Internal Auditors (IIA).
7. Work with the Chief Internal Audit and team leaders in identifying key risks, analysing internal controls, developing effective test plans and determining final scope of engagements. Escalate significant risk and loss exposures to appropriate levels of management.
8. Participate in the preparation of the Annual Audit Plan.
9. Supervise audits in line with the annual work plan and ensure execution of the same within set timelines and in accordance to the internal audit policies of the bank and applicable internal audit standards.
10. Ensure that audits are properly executed to give reasonable assurance to management that business units performance and activities are in compliance with policies of the Bank..
11. Assess compliance with regulatory requirements, governmental requirements and bank policies to ensure the Bank's assets and operations are being safeguarded.
12. Undertake financial audits and assess compliance with financial reporting standards, regulatory directives and tax laws by testing transactions, documents, general and subsidiary ledger accounts and financial statements.
13. Review the accuracy, timeliness and relevance of financial information and other disclosures provided in management accounting reports as well as annual financial statements.
14. Supervise surprise and periodic cash and voucher verifications in the



KEY RESPONSIBILITIES

branches as well as verifications of stock and fixed assets inventories to check agreement of the balances with books of accounts.

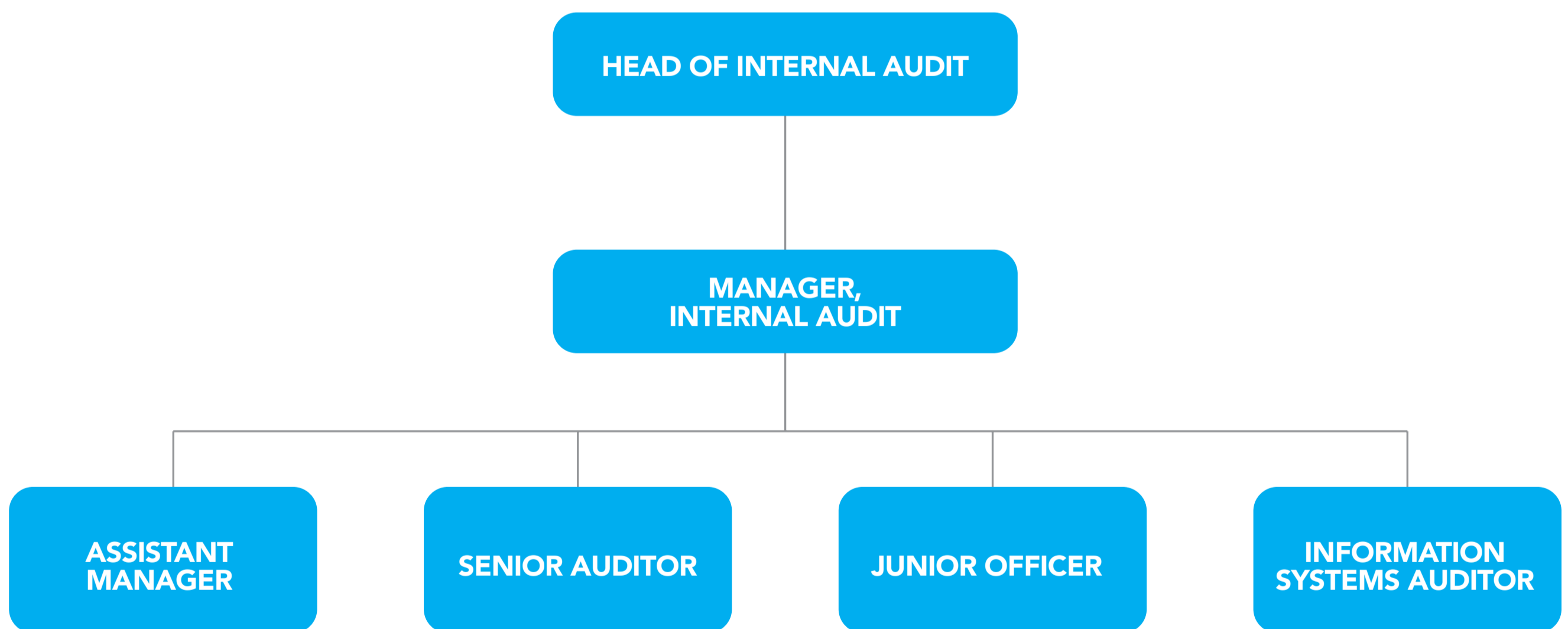
15. Support external auditors and CBK examiners by coordinating information requirements.
16. Conduct financial analysis through collecting, analysing and summarizing financial data and trends to identify areas of concern and present these to Management and the Board.
17. Ensure that audit findings and recommendations are taken up by management and action is taken within the required timeframe.
18. Prepare periodic training for auditors and ensure continuous development.
19. Ensure that all necessary audit working papers are kept in order for future reference or for preparing necessary reports and compilation of statistical data.
20. Coordinate special investigations as assigned by the Board, the Board Audit Committee and/or the CEO or through the internal audit's own initiative.
21. Execute investigatory procedures, including, but not limited to review and analysis of specific allegations, collecting documentary evidence to support investigatory findings, interviewing of witnesses and investigation targets, reviewing of electronic documents and evidence and determining compliance with established policies and procedures.
22. Examine reports to detect potential outliers and validate data integrity.
23. Prepare investigation and audit reports to document scope, procedures, findings and recommendations; interpret the significance of findings, conclude on findings and make practical recommendations for remediation.
24. Communicate with and educate process owners on the importance of anti-fraud controls.
25. Identify, develop, deploy and retain talented staff including completing performance appraisals, personal development and succession plans effectively and on time in accordance with the established talent management programs.
26. Adhere to compliance and operational risk controls in accordance with



KEY RESPONSIBILITIES

- the Bank's and regulatory standards, policies and practices and ensure that all staff are familiar with them.
27. Ensure adherence to the defined culture by demonstration of appropriate behaviour required to meet human resource demands and performance expectations.
 28. Develop accountability structures, oversee periodic reporting and monitor the performance indicators for Internal Audit department.
 29. Perform other related duties as emanates from the post, as and when assigned by the Supervisor.

STAFF RESPONSIBILITY

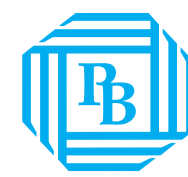


REPORTING RELATIONSHIPS

The job holder has primary responsibility for conducting performance evaluations and making recommendations for hiring and firing employees and directly supervises staff.

DECISION-MAKING

The job holder's decisions affect the work of others in and outside the department.



PROBLEM SOLVING

The job holder may encounter problems that other employees have not been able to handle and is required to come up with the solutions.

RELATED JOB EXPERIENCE/QUALIFICATIONS

- Bachelor's Degree in Management, Economics, Insurance, Finance or related discipline from a reputable university.
- Relevant professional qualification e.g. Certified Public Accountant (CPA), Certified Internal Auditor (CIA), and Certified Information Systems Auditor (CISA).
- At least eight years' experience in internal audit with a minimum of three years at supervisory level.

ADDITIONAL SKILLS

- Excellent Knowledge of banking operations and risk based auditing.
- Understanding of the standards of Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards.
- Good understanding of the following knowledge areas:
 - Financial accounting and finance
 - Managerial accounting
 - Impact of government legislation and regulation on business and economics
 - Quality management frameworks
 - Ethics and fraud
 - Information systems operations, management and control frameworks
 - Governance, risk, and control frameworks
 - Internal audit standards, theory, and methodology
- Project management skills.
- Ability to lead, influence and drive change initiatives in support of business strategies within the department/unit.
- Leadership and people management including performance management, coaching & mentoring.
- High-level interpersonal and cross-cultural skills, including ability to build



ADDITIONAL SKILLS

consensus, alliances and collaborative relationships with sensitivity to diversity/inclusion.

- Creativity and innovation skills, with ability to use technology and other modern tools to drive decision making and implementation.
- Professionalism and integrity in line with the Bank values.
- High-level oral and written communication skills.
- Critical and analytical thinking and problem solving skills
- Personal motivation and drive exhibited through commitment to hard work, continuous improvement and achievement of goals.
- Good customer relationship management skills (internal and external customers)
- Risk awareness and focus- demonstrates understanding of risk management practices, standards and regulatory requirements
- Effective stakeholder management.

WORKING RELATIONSHIPS

Internal relationships: HODs, Business units' staff, Branch staff,

External relationships: External Auditors, Customers

WORK ENVIRONMENT

The job is an office based role with minimum disagreeable conditions in the environment.

HOW TO APPLY

Interested persons who meet the above requirements should submit their application, a cover letter with a detailed CV, stating your position, current remuneration, qualifications, experience, names and addresses of three referees, email and telephone contacts together with copies of your certificates and national identification card to jobs@primebank.co.ke by close of business on **Friday, 16th April 2021**.

Prime Bank Limited is an Equal Opportunity Employer. Only shortlisted candidates will be contacted and canvassing will result in **automatic disqualification**.