



JOB ADVERTISEMENT

Position: Systems Auditor
Department: Internal Audit
Job Grade/Corporate Title: Band 4 – Assistant Manager
Reporting to: Assistant GM, Internal Audit
No. of Vacancies: One (1)
Closing Date: 2nd November 2018

Purpose of the role:

To conduct independent reviews on compliance with the bank's and its subsidiaries laid policies and procedures assess adequacy of internal control systems, regulatory requirements observed and highlight exceptions or violations.

Key Responsibilities:

1. Audit Planning

- Assist in the formulation and implementation of the Information and Communication Technology audit strategy.
- Evaluate the standards of risk management, accuracy of the records, procedures and control activities throughout the banks ICT structures
- Assess and advice on risk management, internal control systems and including review of the suitability and reliability of management information systems.

2. Audit Management & Execution

- Develop audit plans of assigned assurance and advisory services based on the annual risk based internal audit plan focusing on the key critical risk areas
- Execute IS audits and participate in audits of the bank's subsidiaries, departments, branches and processes as per the audit plans and in accordance with policies, procedures and best practice
- Design and execute audit programs or work programs for assigned assurance and advisory services by interview, observation, review processes, data analysis review and testing of the control area.
- Develop sustainable and re-useable data analytics models and programs to improve the efficiency of IAD and to improve audit coverage

- Build and maintain dashboards and common data sets regularly required by audit delivery teams.
- Develop and issue concise draft reports that present findings, recommendations and management response
- Follow-up on audit recommendations and actions taken ensuring that they are addressed and appropriate management

3. Advisory & Consultancy:

- Review procedures and records to ensure they are in line with the Bank's ICT strategy and objectives. Appraise policies and plans of activities for all departmental systems in use to ensure these are complementing the ICT strategy.
- Liaise with external auditors and other regulatory monitoring agencies and implement recommendations to Information systems controls and security so as to promote growth and ensure compliance with the regulatory framework.
- Provide consultancy services to project teams on IT risk, system controls and best practices while maintaining audit independence.
- Participate in the bank's Information Risk forums and provide insights on emerging risk.

Requirements:

Academic Qualifications:

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- Bachelor's degree in a Computer Science, Information Systems Management, Business Administration or related fields

Professional Qualifications:

- Be a qualified Certified Information Systems Auditor (CISA)
- Having or pursuing other qualifications such as CISM, CIA, CPA (K), ACCA or ACIB would be an advantage.
- Qualifications in data analysis and CAATs would be an added advantage.

Work Experience:

- 2 - 3 years' Information Systems Audit experience.

Technical skills

- Knowledge of Banking and Business Operations: All round knowledge of ICT operations and processes and excellent knowledge of systems policies and procedures
- Risk Management: Ability to anticipate and mitigate risk by developing appropriate ICT Risk Management Policies for the Bank
- Audit Standards and Legislations: Excellent knowledge of Information Systems Audit and Control Standards
- Compliance and Regulatory Framework: understanding of the regulatory issues, reporting and operational requirement as provided by CBK, KRA, KBA.
- Conceptual and Analytical Skills: Ability to quickly grasp and understand systems and keen to detail
- Technology Skills: Proficiency in computerized Audit Techniques, data analysis, CAATs and financial systems, banking applications

Personal attributes

- Results and Achievement Oriented: strives to exceed set targets, enjoys evaluating processes and being judged on performance standards
- Personal Ethics: Honest, fair, just but firm with himself and of high personal integrity
- Negotiation Skills: Must be a good negotiator, particularly in changing control environment and work practices but should always strive for Win – Win solutions
- Communication and Interpersonal Skills: well developed oral and report-writing skills
- Human Resources Management Skills: ability to train and develop staff

How to apply:

Completed applications should be mailed to hr_recruit@nicgroup.com not later than 2nd November 2018.