

## Internal audit: Corporate audits

<b>Grade:</b>	Deputy Manager				
<b>Business:</b>		<b>Department:</b>	Internal audit	<b>Sub-Department:</b>	Corporate audits
<b>Location:</b>	Pan India				
<b>About Internal audit</b>					
<p>Internal Audit function of the Bank, operates independently under the supervision of the Audit Committee of the Board and is responsible for providing an independent view to the Board of Directors and Senior Management on the quality and efficacy of the internal controls, risk management systems, governance systems and processes in place on an on-going basis. This is provided to primarily ensure that the business and support functions are in compliance with both internal and regulatory guidelines.</p>					
<b>About the Role</b>					
<p>The Corporate Audits Function participates in the risk assessment of areas that are under audit. The impetus is to drive the audit function and executing the audit area within the stipulated budget frame. The CO Audit Team also works upon process improvement, bringing out irregularities according to guidelines</p>					
<b>Key Responsibilities</b>					
<p>The candidate will be responsible for the following in their job role:</p> <ul style="list-style-type: none"><li>• Ensure commencement / completion of audit assignment within time norms, adhering to given schedules, and ensuring adherence to audit / ISO processes &amp; ICAI standards.</li><li>• Ensure adherence to the audit process and methodology.</li><li>• Conduct thematic reviews, special audits and investigations and provide qualitative suggestions / recommendations for improvement of processes &amp; effectively bringing out the irregularities relating to violations of regulatory / external guidelines.</li><li>• Review compliances submitted by the audited unit and ensure quality of closures prior to submitting the updated compliance tracker to the Back office team.</li><li>• Ensure timely submission of synopsis of the audit report (for the areas audited during the period)</li></ul>					
<b>Role Proficiencies:</b>					
<ul style="list-style-type: none"><li>• <b>Skills</b></li><li>• Ability to manage risk and uncertainty for self and team within a dynamic priority-setting environment</li><li>• Demonstrate strong Excel and database manipulation skills, financial and statistical analysis skills</li><li>• Good communication (both verbal &amp; written) and inter-personal skills</li><li>• Able to prioritize and make decisions in a fast-paced environment</li><li>• Able to manage multiple tasks/projects and deadlines simultaneously</li><li>• Demonstrate knowledge of relevant Audit Systems</li></ul>					