JOB DESCRIPTION

JOB TITLE:	TEAM LEAD/SENIOR OFFICER, INTERNAL AUDIT	**EMPLOYEE NAME:**	
DIVISION	INTERNAL AUDIT	**DEPARTMENT/ UNIT:**	INTERNAL AUDIT
JOB GRADE:	BO/SBO	**VERSION NO.:**	1

JOB OBJECTIVE(S)

To lead and execute independent, objective assurance and consulting activities designed to add value and improve the Bank's operations. This role is responsible for systematically evaluating and enhancing the effectiveness of risk management, internal control, and governance processes across the organization, ensuring they are robust, efficient, and aligned with strategic objectives.

DUTIES & RESPONSIBILITIES

Strategic & Operational Audit Planning

- Contribute to the formulation, review, and updating of the annual audit strategy and risk-based work plan in collaboration with the Country Head of Audit and the Head of Subsidiary Audit (Anglophone).
- Lead the development of detailed, risk-focused audit programs, defining appropriate tests of controls to address identified risks and achieve audit objectives as mandated by the Audit Charter.

Audit Execution & Assurance

- Conduct comprehensive audits, risk assessments, and targeted spot checks on Head Office departments and business offices across the network.
- Evaluate the design and operational effectiveness of internal controls within financial, operational, and IT systems.
- Proactively identify control weaknesses, process inefficiencies, and instances of non-compliance, documenting findings with precision and clarity.

Reporting & Recommendations

- Prepare high-quality, clear, and concise audit reports that articulate root causes, associated risks, and practical, value-added recommendations for remediation.
- Ensure final audit reports are delivered on time, adhering to the prescribed timelines (4 days for full audits, 2 days for spot checks).

Risk & Compliance Management

- Provide expert advisory services to management on risk and control matters, promoting a culture of proactive risk management.
- Monitor the implementation and timely closure of all audit findings and management action plans, ensuring issues are resolved effectively.
- Lead or participate in prompt and thorough investigations of fraud, whistle-blower complaints, disciplinary issues, and other irregularities.

Team Leadership & Stakeholder Engagement

- Deputize for the Country Head of Audit as required, representing the Internal Audit function in meetings and committees.
- Provide on-the-job coaching, guidance, and performance feedback to Audit Officers and IT Audit Officers, fostering a high-performance team environment.
- Build and maintain strong, constructive working relationships with key stakeholders across the business to facilitate open communication and trust.
- Regularly report on key control issues, emerging risks, and the status of open audit items through weekly and monthly dashboards and reports.

KEY PERFORMANCE INDICATORS

- **Audit Plan Achievement:** 100% completion of the approved annual audit plan.
- **Report Timeliness:** Consistent adherence to report issuance deadlines (4 days for full audits; 2 days for spot checks).
- **Audit Quality:** Zero tolerance for low-quality reports. This is measured by the absence of significant issues detected by regulators or external auditors that were not previously identified by Internal Audit.
- **Issue Remediation:** Effective tracking and timely closure of audit findings, including exceptions raised by regulators, external auditors, and Group Audit.
- **Risk & Control Culture:** Proactive and timely escalation of critical business issues through formal dashboards and reports.
- **Financial Integrity:** Zero tolerance for income loss or unmitigated fraud incidents within audited areas.

JOB REQUIREMENTS

Education

- First degree (or equivalent) in Accounting, Banking & Finance or related discipline.
- Masters and/or Professional qualification in accounting e.g. CIA ACCA, CPA, CISA

Experience

- A minimum of five (5) years of progressive experience in internal audit, risk management, or a related control function, preferably within the banking or financial services industry.
- Demonstrated experience in leading audit engagements and supervising teams is essential.

KEY COMPETENCY REQUIREMENTS

Knowledge	**Skill/Competencies**
▪ UBA Organization ▪ Core Business Processes ▪ Data Gathering and Analysis ▪ Regulatory compliance ▪ Industry Knowledge ▪ Banking Operations ▪ Technology ▪ Internal Control/Audit ▪ Product/Service Knowledge ▪ Business Risk Management ▪ Credit Analysis ▪ Accounting and Tax	▪ Teaming ▪ Decision Making ▪ Managing Work ▪ Facilitation/Knowledge Sharing ▪ Professionalism/Interpersonal Relationship ▪ Career Development ▪ Systemic thinking/Innovation ▪ Communication ▪ Problem Solving ▪ Multitasking ▪ Time Management/ Prioritization

REPORTING RELATIONSHIPS

- Functionally reports to: Country Head, Audit
- Supervises: Indirectly supervises, mentors, and reviews the work of IT Audit and Audit Officers.

Job Owner:	**Approved by:**
Name:	Name:
Signature:	Signature:
Date:	Date: