

**JAMII BORA BANK**

**JOB DESCRIPTION**

<b>Job Title:</b> Internal Audit Manager	<b>Reports To:</b> Board Audit Committee/Chief Executive Officer
<b>Department:</b> Internal Audit	<b>Division:</b> Internal Audit

**Core Value Behaviors**

**TEAMWORK**  
*"We work together to make Jamii Bora better"*

**INNOVATION**  
*"We are driven by creativity, innovation and continuous improvement"*

**JBB CORE VALUES**

**PROFESSIONALISM**  
*"We are qualified, skilled and committed to serve our customers"*

**INTERGRITY**  
*"How we do business is as important as the business we do so we do the right thing always"*

**JOB PURPOSE**

To provide an innovative, responsive and effective value adding Internal Audit Services to the bank by assisting the Board and the Management in evaluating and recommending improvements in the effectiveness of enterprise risk Management, internal control systems and corporate governance.

**Organization Structure: Indicate the role that this position reports into and jobs that report to this position**

The position reports to Board Audit Committee/Chief Executive Officer  
The position is in charge of the internal audit department

## KEY RESPONSIBILITIES & PERCENTAGE (%) TIME SPENT

- Reviewing and appraising the adequacy and effectiveness of internal control systems of the bank
- Monitoring and evaluating the effectiveness of the organizations' risk management system.
- Provide leadership in performance management, employee development, talent management and building a work environment that drives high performance and employee satisfaction
- Assessing the adequacy of established policies and procedures and reviewing the systems established to ensure compliance with these policies, procedures, statutory requirements and regulations which could have a significant impact on operations; and in corroboration with management update and improve them.

## MAIN ACTIVITIES

- Ensuring performance of quality audits and production of quality internal audit reports with practical and agreeable corrective actions and submit the reports to all members of the Audit Committee, Chief Executive officer and members of the Executive team
- Follow up and escalate on all audit findings implementation for escalation as per the banks escalation matrix
- Carry out analytical reviews of the root-cause of the common/ recurrent audit findings and disseminate alerts and solution recommendation;
- Producing the agendas for the Board Audit Committee and managing the entire process ensuring that quality Board papers are submitted to the members and quality minutes are produced and circulated to action persons
- Investigation of all attempted frauds and conduct forensic reviews as requested by management
- Coordinating the Central Bank of Kenya annual inspection of the Bank and ensuring both the inspection reports and the external auditor's management letters are converted to corrective action plans and that the Audit Committee is regularly updated with the status of implementation of the corrective measures by the line managers.
- Manage the budget for the department
- To perform any other duty as assigned in line with the organization goals and objective

## KEY RESULT AREAS/PERFORMANCE MEASURES

Perspective	Measurement Dimensions
• Learning & Growth	• Competence development
• Customer	• Audit standards or benchmarks • Quality of operations support
• Internal systems & Processes	• Audit standards or benchmarks
• Financial	• Cost management on Stationery, Telephone and Taxi usage

**Decision Making Authority /Mandates/Constraints: What decision/s is the position holder empowered to make based on the key result areas of the position?**

- Decisions regarding management of own work

**Relationship Management: Indicate the departments/organizations/companies etc. that the position holder will need to relate/liaise with as part of this role**

Internal: I.T Managers, Business Heads, HR

**COMPETENCE REQUIREMENTS (for a detailed description; refer to the competency profile for the role)**

- Customer Focus
- Leadership
- Analytical Thinking
- Continuous Learning
- Risk Management
- Building Relationships
- Decision- Making
- Visioning and Strategic Direction

**QUALIFICATION AND EXPERIENCE REQUIREMENTS**

- University degree in Accounting, Commerce, Economics or Business Management/Administration or related business degree (M)
- Masters will be an added advantage (AA)
- Certified Chartered Accountant/ Certified Public Accountant. (M)
- Current member of Institute of Certified Public Accountants of Kenya (ICPAK) with a valid membership Certificate (M)
- CISA (Certified Information Systems Auditor) and or CIA (Certified Internal Auditor) qualifications will be an added advantage
- 6-8 years in a busy Internal Audit department or Professional Audit firm with two years at senior level

**Note:**

Applicants to send a cover letter and a detailed CV to [recruitment@jamiiborabank.co.ke](mailto:recruitment@jamiiborabank.co.ke). Prospective candidates are requested to indicate their current and expected salary in the CV.