NCBA

Employer	NCBA Bank Tanzania Limited		
Job Title:	Internal Audit Officer (Business Audit) – Contract	**Reports to:**	Senior Manager: Internal Audit
Unit:	Internal Audit	**Department:**	Internal Audit
Grade:		**Date:**	
Job holder:		**Supervisor:**	
Signature:		**Signature:**	

Job Purpose Statement
Provide independent, reliable, valued, insightful and timely assurance to the Board and Executive Management on effectiveness of governance, risk management and control over current and evolving risks.

Key Accountabilities (Duties and Responsibilities)		
Perspective	**% Weighting** *(to add up to 100%)*	**Output**
Financial	5%	• Conduct audit reviews that seek to optimize the bank's costs.
Internal business processes	75%	• Execute the audit plan by timely delivery of audit and consultancy/advisory assignments. • Utilize Data Analytics tools in audit testing to provide assurance on 100% population on automated processes. • Track audit issues and perform issues validation on to confirm adequacy of issues closure by management. • Assist in preparation of audit packs for Management, Group, and Board reporting. • Conduct continuous business monitoring highlighting significant issues impacting the bank and suggesting solutions to overcome them. • Review regular financial/accounting reports including review of quarterly financial statements for publication purposes as guided by the Regulator (Bank of Tanzania).
Customer	10%	• Conduct advisory and consulting audit reviews targeting at customer value addition. • Timely discuss and agree on the factual accuracy of audit observations with audit clients.

		• Produce timely audit reports, and follow-up on timely remediation of audit findings especially those with direct impact to customers.
Learning and growth	10%	• Embrace continuous learning and professional development. • Be a change agent and be positive to change. • Open-minded spirit, receive and implement feedback • Attain the minimum learning hours including mandatory annual CPD hours to maintain the requisite professional qualifications. • Stewardship-be passionate about leaving things better than you found them. • Living NCBA values

Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	N/A
Indirect Reports	N/A

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
Internal: • Internal Audit colleagues, • Management, • Group IA colleagues, • Board Audit Committee.	**External:** • Customers, • Shareholders, • Regulators, • External Auditors.

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make *(Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.*
Operational

Work cycle and impact: time horizon and nature of impact (Planning) *(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)*
1 year

Ideal Job Specifications
Academic Qualifications: • First degree preferably in Accountancy or Finance. **Professional Qualifications:** • Qualified as CPA, ACCA, CIA, or equivalent or working towards attaining a professional accounting/auditing certification. **Desired work experience:** • At least 1 year experience of risk-based auditing or risk/control assurance activities in financial services industry most preferably in a banking environment. • Basic knowledge about financial products and services specifically within the banking industry. • Practical understanding of regulatory environment. • Good conduct with high level of integrity. • Practical experience in computer-based audit techniques within financial service industry would be preferable. • Practical experience in use of Microsoft Office Packages. • Good communication and interpersonal skills.

Catapult Bank Core Value Behaviours (Performance Drivers)
Driven Open Responsive Trusted

Ideal Job competencies

Technical Competencies	
Agile auditing, Governance, Risk and control, Business acumen, Communication, Critical thinking, Data Analytics, Improvement and innovation.	• **Agile**: Deliver internal audit engagements using agile approach, and by applying the International Professional Practices Framework (IPPF). • **Governance, risk and control**: Thorough understanding of governance, risk, and control appropriate to the bank. • **Business acumen**: Maintain expertise of the business environment, industry practices, and specific organizational factors. • **Critical thinking**: Process analysis, business intelligence, and problem-solving techniques. • **Data Analytics**: Use of computer-based techniques in performing audits. • **Communication**: Communicate with impact. • **Improvement and innovation**: Embrace change and drive improvement and innovation.

Behavioural Competencies	
Integrity, Objectivity, Confidentiality, Competency, Respect	• **Integrity** which establishes trust and provides the basis for reliance on Internal Audit judgment. • **Objectivity** through making a balanced assessment of all the relevant circumstances and not unduly influenced by self-interests or by others in forming judgments. • **Confidentiality:** respect the value and ownership of information and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so. • **Competency** by applying the knowledge, skills, and experience needed in the performance of internal audit services. Do justice to your role and be accountable for the outcome. • **Respect:** Respect and value those you work with and the contribution they make.