

## Job Description

| POSITION DETAILS   |                        |                   |   |
|--|------------------------|-------------------|---|
| Functional Designation   | Lead Process Assurance | Department        | Internal Audit (IAD)                                |
| Sub Department   | Process Assurance      | HR Grade          | CM/VP   |
| Location   | Corporate Office       | Reporting Manager | Head-Branch, Operations and Customer Service audit. |
| Job Purpose  |                        |                   |   |
| <p>The candidate will be responsible for leading internal audits and reviewing the effectiveness and efficiency of internal processes, identifying areas of improvement, and ensuring compliance with regulatory standards. This role requires strong analytical skills, an eye for detail and a deep understanding of internal audit practices. The ability to communicate effectively with stakeholders at all levels is necessary. The incumbent shall be responsible to lead, supervise, hire, train employees, manage quality assurance programs, and strategize process improvements. The candidate needs to be confident in making presentations to senior management, and stakeholders.</p>  |                        |                   |   |
| Principal Accountabilities   |                        |                   |   |
| <ul style="list-style-type: none"> <li>• <b>Process Assurance:</b> Oversee the evaluation and assurance of internal processes to ensure they are efficient, effective, and compliant with regulatory requirements.</li> <li>• <b>Audit Planning:</b> Develop and implement comprehensive audit plans to assess the adequacy and effectiveness of internal controls.</li> <li>• <b>Risk Assessment:</b> Conduct risk assessments to identify potential areas of vulnerability and develop strategies to mitigate risks.</li> <li>• <b>Compliance Monitoring:</b> Ensure all internal processes comply with relevant laws, regulations, and company policies.</li> <li>• <b>Reporting:</b> Coordinate with auditee and all relevant stakeholders to finalize and agree on report observations. Prepare detailed audit reports and present findings along with recommendations for improvement to senior management.</li> <li>• <b>Team Leadership:</b> Lead and mentor a team of internal auditors, providing guidance and support to achieve departmental goals.</li> <li>• <b>Continuous Improvement:</b> Identify opportunities for process improvements and work with relevant departments to implement changes.</li> <li>• <b>Tasks</b> as allocated by line managers for specific projects/IAD priority activities.</li> </ul> |                        |                   |   |
| Desired Profile  |                        |                   |   |
| <ul style="list-style-type: none"> <li>• Education: Bachelor's degree in accounting, Finance, Business Administration, or a related field. CA, CPA, CIA, or equivalent certification preferred.</li> <li>• Experience: Minimum of 10 years of experience in internal audit, process assurance, or risk management within the financial services industry.</li> <li>• Experience in the NBFC or financial services sector.</li> <li>• Certification in internal audit, process assurance, or related fields.</li> <li>• Knowledge of regulatory requirements and industry best practices</li> <li>• Certification/good knowledge in MS Office is required including MS Excel and MS PowerPoint.</li> <li>• Experience in fields like business/credit/operations/risk/compliance will be an added advantage.</li> <li>• Data analytics/SQL knowledge will be an added advantage.</li> </ul>  |                        |                   |   |