

1. Audit Officer (Management Audit Karachi) -

MBA / CA / ACCA / CIMA / ACMA qualified and possess relevant banking experience of at least of at least 3 years in Banking (preferably) / audit firms.

OR

CA Finalist / Article Completed and possess significant relevant experience of at least 5 years in Banking (preferably) / audit firms.

Main Duties & Responsibilities:

- Conducting Audits of department/division of Head Office.
- Preparation of Audit Reports independently & getting the drafts reviewed by Manager/Head of Audit along with their working papers.
- Preparation of Executive Summaries for the review of management at a glance.
- Prepare Quarterly Summary of Significant Audit issues related to Credit/Advances for reporting to stakeholders.
- Maintain Audit working files for proper documentation and External Quality Assurance Review
- Assisting the Manager/Head of Audit in all matters relating the internal audits whenever required.
- Assisting the Manager Management Audits & Validations / Head of Audit for the preparation of the annual internal audit plan and budget.
- Assisting the Manager Management Audits & Validations / Head of Audit in any ongoing special assignments like fraud & forgeries investigations etc.
- Validations of Subsidy & Loss Claims of Government Subsidy Loans

2. Audit Officer (Branch Audit -Lahore)

MBA qualified and possess relevant banking experience of at least 3 years

Main Duties & Responsibilities:

- Conducting Audits of Branch Banking Audits { preference will be given to those who have performed Management Audit of Regional Credit Administration Offices /Regional Business Offices / Regional Operations Offices } .
- Preparation of Audit Reports independently & getting the drafts reviewed by Manager/Head of Audit along with their working papers.
- Preparation of Executive Summaries for the review of management at a glance.
- Prepare Quarterly Summary of Significant Audit issues related to Credit/Advances for reporting to stakeholders.
- Maintain Audit working files for proper documentation and External Quality Assurance Review
- Assisting the Manager/Head of Audit in all matters relating the internal audits whenever required.
- Assisting the Manager/Head of Audit for the preparation of the annual internal audit plan and budget.
- Assisting the Regional Audit Head /Head of Audit in any ongoing special assignments like fraud & forgeries investigations etc.