

Position: Head Audit Division
Division: Audit Division
Location: Head Office Karachi

Position Summary:

Ideal candidate should be Qualified Chartered Accountant or CMA/ACMA/ACCA. Minimum 12 - 15 years of experience in financial institution or related sectors, of which 8 years should have been in supervisory role, and meets the minimum criteria as defined in Code of Corporate Governance Regulations. Should have considerable expertise in Internal audit methodologies, data mining and analytics, IT system audit, risk based audit procedures and techniques.

Key Responsibilities:

- Make formal presentations at Audit Committee meetings in line with Terms of Reference of the Board Audit Committee and ensure its compliance within the approved budget.
- Update President / CEO and Management on audit and control matters requiring their attention
- Supervise Audits for branch banking, centralized functions, and IT / IS audits etc. and provides inputs to improve processes.
- Review and monitor actions undertaken by various levels of management toward adherence of standards, policies, guidelines and procedures mandated by Board and/ or senior management of the bank.
- Provides leadership, guidance and trainings to audit teams through all phases of audit process cycle.
- Identifies and resolves complex regulatory/ compliance/ legal issues requiring extensive communication, cooperation and coordination.
- Evaluates control risks and impact and determines when to assign audit resources and conduct detailed audit procedures.
- Lead or assist with the Internal Fraud Investigations in case of a special request from the management.
- Consolidation and timely dissemination of the quarterly reports to the appropriate level of the hierarchy as per the MIS distribution matrixes including significant findings, leakage of income, audit ratings and compliance status different types of audits.
- Ensuring effective follow up of compliance of all audit observations identified during each branch and management audit till its rectification through compliance wing.
- Annual review of revisions required and level of implementation of policies and procedures and Charter of internal audit division and requirement of code of corporate governance in the conduct of audit assignments.
- Any other special assignment as given by BOD/BAC/President.