



Job Description

Functional Title	Manager IS Audit	Grade	AVP to VP
Division	Audit	Function	Audit
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Head Audit	Reporting (Dotted)	-

Position Summary:

The Audit Manager (Internal or Information Systems) is responsible for leading and managing audit engagements to assess the effectiveness of internal controls, risk management, governance processes, and regulatory compliance. The role plans and executes risk-based audit programs, supervises audit teams, reviews financial and system data, investigates irregularities, and reports audit findings with practical recommendations to senior management for process and control improvements.

Key Responsibilities:

- Plan and execute risk-based internal and/or IS audit engagements in accordance with audit standards and regulatory requirements.
- Lead, mentor, and manage audit teams, ensuring audit quality, consistency, and timely completion.
- Review and evaluate financial records, operational processes, and information systems to identify control gaps, risks, and inefficiencies.
- Assess compliance with internal policies, laws, regulations, and industry standards.
- Investigate significant audit issues, irregularities, or suspected fraud and recommend corrective actions.
- Prepare and present clear, high-impact audit reports with actionable recommendations to management and audit committees.
- Monitor and validate the implementation of management action plans.
- Utilize audit tools, data analytics, and audit software to enhance audit effectiveness.
- Act as a trusted advisor to management on control enhancements and risk mitigation.





Job Description

Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	8-10 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

Employee Name & Signature

Date:

Dept. / Div. Head (Sign & Stamp)

Date:

