

Position: Branch Audit Team Head

Department/ Division Internal Audit Department

Level: DVP

Job Description:

1. Setting Risk Assessment Process for annual audit plan initiation.
2. Delegate and supervise the audit team member to conduct an audit to achieve the annual audit plan by conducting according to the defined Operational Audit Standard and determined audit program.
3. Develop and revise the audit program to be up to date with the current situation and corresponding with the Bank's policies or the policies of the Bank's parent company.
4. Study and analysis the previous branch audit result in order to properly determine the audit program.
5. Consider the risks of each operational processes of the audited branch in order to determine the audit scope covering all risky areas.
6. Conduct the branch audit according to the annual audit plan within the determined timeframe.
7. Prepare the working papers or completely compile the audit evidences.
8. Review the working papers prepared by the team member prior to proposing to the supervisor.
9. Prepare the audit report as well as provide the appropriate constructive recommendations or conclusive corrective actions to remedy or improve the operational controls and propose to the relevant managements for action taking and acknowledge and for further escalating to the Audit Committee.
10. Regularly follow up the progress of the corrective actions taking as committed in the audit report on a monthly basis.
11. Perform other assignments as delegated by the supervisor such as review the irregularities, prepare the confirmation for deposited accounts etc.

Qualifications required:

- Bachelor's or higher in Accounting, Business Administration, or related field.
- At least 8 years of auditing experience, Bank and financial institutions will be preferable.
- Knowledge of the banking business.
- Proficiency in English.
- Good analytical skill, decision-making, communication and presentation skill with MS Office proficiency.

- Mature and self-motivated individual with good interpersonal and communication skill, negotiation skill and strong leadership, be good team player.
- Good attitude and can work under pressure and timeframe.