

Position: IT Audit Team Head

Department/ Division Internal Audit Department

Level: DVP

Job Description:

1. Conduct the Risk Assessment and assist the HOD to gather the result of IT risk assessment as well as the regulatory requirements for preparing the Annual Audit Plan.
2. Lead and supervise the team members of IT Audit Team to accomplish the audit missions according to the approved audit plan or any special assignments (if any).
3. Evaluate the adequacy and correctness of processing of computer systems as well as the security controls, reliability of presented information and the utilization of information technology system and other computer systems of the Bank and of the company within the Bank's group according to the approved audit plan.
4. Provide independent advice in the system development, implementation and operation of major computer systems in order to increase the efficiency and adequacy of the information technology monitoring system as well as to enhance the security control.
5. Assist the HOD to develop the IT audit standards for being the guideline for IT audit team and to develop IT Audit Program according to the stipulated IT audit standards.
6. Supervise the subordinates in conducting the audit projects in accordance with the determined standard and program and monitor the accomplishment of the work proceedings in compliance with the determined time frame / plan.
7. Coordinate with the other relevant departments with respect to the audit activities.
8. Communicate the noticeable audit issues to the relevant department for determining the corrective action plan and provide the constructive recommendations for adding values to the audited departments.
9. Review and verify the completeness and the correctness of audit working papers prepared by the team member(s), and the draft audit report prepared by the Team Heads.
10. Be responsible to prepare the audit reports and submit to the HOD within the determined timeframe.
11. Review the progress report of corrective actions taking as action plans identified in the audit reports on monthly basis.
12. Regularly report the noticeable issues, audit results, and the progress of the corrective action taking to the Audit Committee.
13. Prepare all relevant materials / agenda for presenting to the Audit Committee.
14. Review the team's performance, problems and operational obstacles for achieving the annual audit plan and participate in determining the remedy together with the HOD.

15. Review the quality of work performance of the teams under responsibilities to ensure the work proceedings in compliance with the determined IT Audit Standards.
16. Review unusual or any other indications which signal irregularities or inappropriate operational works in order to further investigate the facts and causes for timely determination of appropriate corrective actions.
17. Coordinate / communicate/ exchange the information with the internal auditors of ICBC (the Bank' s parent company).
18. Investigate the appropriateness of the outsourcing services provided by the service providers according to the criterion set by the Bank of Thailand.
19. Coordinate with the external auditors as assigned.
20. Observe the efficiency of the testing plan to ensure the smoothness of work operation and the preparation readiness for continuing business when any unexpected events incurred.
21. Attend any relevant meetings conducted or requested by the audited departments.
22. Perform other assignments as delegated by the supervisor(s).

Qualifications required:

- Bachelor's Degree and above in Information Technology, MIS, Statistics or related field.
- At least 10 years experience in investigation of the computer system.
- Has experienced in banking industry or financial institution.
- Has experienced in information technology risk management or information technology information investigation or information technology development or operation system and network system.
- Be knowledgeable in UNIX, Window 2003 Server, database management, network security including other IT security control.
- Possess the profession certificate such as CIA, CISA or CISM is advantage.
- Proficiency in English.
- Have logical thinking and analytical skill.
- Have good leadership and interpersonal skill.