

## Assistant Manager - Internal Audit

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Company: Gulf Bank

Location: Kuwait City

Category: other-general

### Assistant Manager - Internal Audit **Job Purpose:**

Conduct audits of Branches, other Business and Operations Departments in accordance with the Internal Audit work instructions and procedures to assess effectiveness of risk / internal controls accuracy of financial records and efficiency of operations.

### **Job Accountabilities:**

1. **Audit Plan & Program** Conduct audits as per audit plan and work closely in alignment with the audit program thereby preparing and proposing extensive audit checklists, forms for each business unit audit. Key audit areas: Branches, Consumer Banking, Consumer Credit, Corporate Credit, Treasury, Risk Management, Financial, Legal &pliance and other areas.

2. **Audit Process** : Ensure detailed examination of records for assigned departments as per the audit program and samples selected. Highlight relevant issues based on policies and procedures, applicable standards and regulations. Perform the following:

- a. Inspect internal control systems to determine their efficiency and effectiveness
- b. Review business process, associated risks, assess existing controls and prepare a business process matrix

c. Review data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures

d. Verify working papers to ensure that findings reported are adequately supported by evidence

e. Prepare reports of findings and recommendations for business / operation units and discuss draft findings with the audit clients

**3. Follow-up with departments:** Ensure close follow-up on all issues raised during Business & Operations audits. Assist the Senior/Executive Managers by reviewing evidences, to facilitate closure of findings.

#### **Generic Accountabilities:**

**a) Corporate Governance:** Adhere to CBK regulations, Bank's policies and procedures, and work standards.

**b) Compliance:** Compliance and awareness of Risk Policies, AML and control regulations as well as compliance to operational procedures and instructions

#### **Education & Qualification**

Graduate or Post Graduate in Finance preferably with CIA (Certified Internal Auditor) or equivalent experience with Professional Banking qualifications

#### **Knowledge**

- Understanding of banking functions and processes. Working knowledge of IFRS, financial standards, processes and internal control mechanism and knowledge of Risk based auditing methodologies / trends.

#### **Experience**

5 - 7 years of internal audit experience, preferably in banks or financial institutions Job ID 34835

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