

## NCBA Bank Rwanda

<b>Job Title:</b>	Head of Internal Audit	<b>Reports to:</b>	Board Audit Committee & CEO
<b>Unit:</b>	Internal Audit	<b>Department:</b>	Internal Audit
<b>Grade:</b>	Band 8	<b>Date:</b>	
<b>Job holder:</b>		<b>Supervisor:</b>	
<b>Signature:</b>		<b>Signature:</b>	

<b>Job Purpose Statement</b>			
IA's purpose is to provide reliable, valued assurance to the Board and Management over the effectiveness of controls mitigating current and evolving high risks and in so doing enhancing the controls culture within the Bank.			
IA provides independent assurance to the Board Audit Committee, country CEO, Group CEO, and internal stakeholders, as well as certain external stakeholders (typically external auditors and regulators).			
The role is responsible for providing leadership in the Internal Audit department and support the accomplishment of strategic objectives and helping ensure that established financial, operational and compliance practices, and the related controls, are designed and operating effectively; and in the interest of the shareholders and other stakeholders.			
The position reports to the Audit Committee of the Board of Directors and will provide it with formal Assessments of the adequacy of the organisation's internal control environment.			

<b>Key Accountabilities (Duties and Responsibilities)</b>		
<b>Perspective</b>	<b>% Weighting</b> (to add up to 100%)	<b>Output</b>
<b>Policy Formulation &amp; Implementation</b>	20%	<ul style="list-style-type: none"> <li>• Formulate and implement the audit strategy to evaluate the standards of risk management, accuracy of the records, procedures and control systems that is aligned to the NCBA Rwanda strategic goals, objectives, and business risks.</li> <li>• Assess and advice on internal control systems and risk in all business and operational areas of the Bank including review of the suitability and reliability of management information systems.</li> <li>• Oversee and provide quality control of internal audits within the bank and ensure goals are achieved and professional standards maintained.</li> </ul>

		<ul style="list-style-type: none"> <li>• Present any relevant board papers in furtherance of improvement of audit department continuously challenging methodology and mode of operation.</li> <li>• Implementation of change and capability development programmes.</li> </ul>
<b>Advisory &amp; Consultancy</b>	20%	<ul style="list-style-type: none"> <li>• Guide/undertake consulting activity such as project advisory in accordance with professional standards and provide sound advice on security policies, procedures, controls and project risks.</li> <li>• Provide advice and effective challenge to internal stakeholders regarding the implications on the internal control environment on business strategy and operating environment.</li> <li>• Undertake to assist in investigation of cases of internal and external fraud, and differences on transactions as reported and co-ordinate other special investigations as requested by the Board</li> </ul>
<b>Internal business processes</b>	30%	<ul style="list-style-type: none"> <li>• Strong collaboration with other lines of defense to provide integrated assurance.</li> <li>• Review procedures, processes and records to ensure they are in line with the banks objectives and appraise policies and plans of activities, departments and functions under audit review.</li> <li>• Oversight audits and inspection plans, schedule and review of work-papers</li> <li>• Liaise with external auditors and other regulatory monitoring agencies and monitor implementation of recommendations to improve controls, promote growth and ensure compliance with the law, financial legislation and regulatory framework.</li> </ul>
<b>Customer</b>	20%	<ul style="list-style-type: none"> <li>• Strong relationships and communications with the Board Audit Committee and Senior management to ensure concerns are addressed and expectations met.</li> <li>• A unified view of risks and compliance to drive informed decisions.</li> <li>• Liaise with departmental heads to ensure audit findings and recommendations are fully accepted and implemented after approval by the Board Audit Committee</li> </ul>
<b>Learning and growth</b>	10%	<ul style="list-style-type: none"> <li>• Playing a leading role in coaching, mentoring and developing their teams.</li> <li>• Responsible for talent management and succession planning for the Business Development teams.</li> <li>• Responsible for attracting and retaining resources.</li> </ul>

## Job Dimensions

<b>Reporting Relationships: jobs that report to this position directly and indirectly</b>	
Direct Reports	Audit Managers
Indirect Reports	2-4

<b>Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Departmental Heads – for guidance and solutions to emerging problem areas</li> <li>• Senior management</li> <li>• Board of Directors through the Board Audit Committee</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• External auditors, BNR Onsite teams - for clarification and support</li> <li>• Other government bodies</li> <li>• Professional bodies i.e The ICPAU, IIA,</li> </ul>

<b>Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make</b> (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.
<ul style="list-style-type: none"> <li>• Giving guidance and advice on the impact of non-compliance with internal controls and statutory regulation on the Bank.</li> <li>• Approval of expenditure within discretionary powers delegated as per the Devolution matrix provided that such expenditure is within the approved strategy and annual budget for the Bank.</li> <li>• Departmental budget as approved.</li> </ul>

<b>Work cycle and impact: time horizon and nature of impact (Planning)</b> (e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)
<ul style="list-style-type: none"> <li>• Long term departmental Strategic Plan: 3 to 5 years</li> <li>• Annual audit plans</li> <li>• Quarterly reporting targets</li> </ul>

<b>Ideal Job Specifications</b>
Academic:
<ul style="list-style-type: none"> <li>▪ A University graduate</li> <li>▪ Master degree will be an added advantage</li> </ul>
Professional:
<ul style="list-style-type: none"> <li>▪ Other professional qualifications specifically; ACCA, CISA, CIA, CISM, and CISP</li> </ul>
Desired work experience:
<ul style="list-style-type: none"> <li>▪ 10 years' work experience in Internal/ External Audit or Enterprise Risk Management, 3 of which should be at a Management level.</li> </ul>

## Ideal Job competencies

<b>Technical Competencies</b>	
	<ul style="list-style-type: none"><li>▪ <u>Risk Management</u>: Ability to anticipate and mitigate risk by developing appropriate Risk Management Policies.</li><li>▪ <u>Audit Standards and Legislations</u>: Excellent knowledge of International Accounting and Audit Standards, and Legislations</li><li>▪ <u>Compliance and Regulatory Framework</u>: Good understanding of the regulatory issues, reporting and operational requirement as provided by BOU, FIA, URA, NSSF etc.</li><li>▪ <u>Conceptual and Analytical Skills</u>: Ability to quickly grasp and understand systems and keen to detail</li><li>▪ <u>Technology Skills</u>: Knowledge of computerized Internal Audit Techniques, Computerized accounting and financial systems.</li></ul>
<b>Behavioural Competencies</b>	
	<ul style="list-style-type: none"><li>▪ <u>Results and Achievement Oriented</u>: strives to achieve results, enjoys measuring others, being measured, and being judged on performance standards and those of others he leads</li><li>▪ <u>Personal Ethics</u>: Must be honest, fair, just but firm with himself, and of high integrity</li><li>▪ <u>Negotiation Skills</u>: Must be a good negotiator, particularly in changing behaviour and work practices but always Win/Win</li><li>▪ <u>Communication and Interpersonal Skills</u>: well developed oral and report-writing skills, ability to work with, lead and build motivated teams</li><li>▪ <u>Human Resources Management Skills</u>: Leadership Skills, Team Building and ability to train, develop and mentor staff</li></ul>