

JOB DESCRIPTION FOR SENIOR INTERNAL AUDIT- IT SYSTEMS

Position	Senior Internal Auditor- IT systems
Department	Internal Audit Department
Grade/Level	Grade 3
Responsible To	Manager, Internal Audit

Main Purpose of the Job

The Senior Internal Auditor will conduct the assigned audit assurance and consulting assignments in line with the professional standards and communicate any critical /significant findings to the Audit Manager for consideration thereby contributing to the Bank’s risk management, control and the achievement of organizational strategic objectives.

Duties and Responsibilities

The Senior Internal Auditor’s specific responsibilities shall include but not limited in any way to the following:

1. Conduct and or supervise periodic reviews of all functional and operational audits stipulated in the annual audit plan and report findings.
2. Provide assurance on the IT governance, information security and all IT processes to ensure that the bank’s objectives are achieved.
3. Carry out IT risk assessment and participate in the preparation of detailed annual audit plan using an appropriate risk-based methodology, including any risk or control concerns identified by Management and submit the plan to the Board Audit Committee for approval before the New Year.
4. Review auditors’ files or work done and ensure the internal auditing standards are complied with at all stages of the audit process.
5. Participate in the preparation of the quarterly board papers.
6. Provide practical suggestions (recommendations) to Management and Board to address control weaknesses identified across the IT function and the bank.
7. Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and /or expansion.
8. Conduct follow up audits on the finalized reports and include justification for delays in implementation of recommendation as per management (process owner) commitment.
9. Regularly carry out reviews on disaster recovery, IT Security, change management process, user access rights and super user activities among others.
10. Assist in the investigation of significant suspected fraudulent activities within the Bank and report as appropriate to Head Internal Audit.
11. Review Bank of Uganda returns as assigned.

12. Ensure that snap checks including ICT (super user activities, Access rights etc.) are carried out from time to time.
13. Coordinate follow ups on Bank of Uganda, external audit and internal audit recommendations and check that the identified control gaps are closed.
14. Comply with AML/CFT/CPF policies and procedures, non-compliance of which shall be addressed as per the bank disciplinary processes.
15. Perform any other work-related duties that you may be assigned from time to time

Person Specifications

Qualifications

- A bachelor's degree in Business Computing, Information Technology and any other related course.
- A Master degree in an added advantage.
- Possession of certifications like CISA, CISM or CRISC is a MUST.
- Possession of certifications like CISCO and CISSP is an added advantage.
- Knowledge of MS Office tools (Excel, Word, Project and PowerPoint)
- Understanding of Bank products and services and knowledge of the banking operation issues in Uganda.
- Proactive and quick response to customers and employees' queries;
- Excellent interpersonal skills;
- Fluent in the English Language and any other local language preferably Luganda particularly for explanatory purposes to Bank customers who do not understand the English Language.

Experience

- At least 5 years of internal or external IT auditing experience preferably in a bank
- Membership to ISACA is a MUST
- At least 3 years in Leadership/management position
- Membership of IIA Uganda, ACCA or ICPAU is an added advantage.

Behavioural competencies

- Negotiation skills
- Ability to work under pressure and overtime
- Team work oriented and willingness to guide and train others
- Demonstrated a high level of integrity
- Customer oriented
- Communication and presentation skills
- Conflict resolution
- Decisiveness
- Must be fluent in English