

Bank Internal Auditor Job Description

Duties and Responsibilities:

- Examine and evaluate the effectiveness and adequacy of the internal control systems
- Perform review of the effectiveness and application of risk assessment methodologies and risk management procedures
- Review financial and management information systems, including the electronic banking services and electronic information system
- Review financial reports and accounting records for accuracy and reliability
- Perform review of means, techniques, or methods of safeguarding assets
- Perform review of system applied by the bank in evaluating its capital vs estimated risk
- Perform evaluation of the economy and operational efficiency
- Perform test on both the functioning of specific internal control procedures and transactions
- Perform review on established systems for ensuring codes of conduct, compliance with regulatory and legal requirements, and the implementation of procedures and policies
- Perform special investigations; and carry out tests on the timeliness and reliability of the regulatory reporting.

Bank Internal Auditor Requirements – Skills, Knowledge, and Abilities

- Possess Bachelor's degree in the accounting field, or in a business or related discipline. Possessing related experience and equivalent education may also be accepted to work as a bank internal auditor
- Two years of experience working in the banking or auditing field, or in an area relevant to the assigned responsibilities

- Deep understanding of the concept of process and risk management; and banking and auditing
- Strong decision making, communication, and interpersonal skills
- Strong working knowledge and ability to use MS Office and other standard software application tools
- Strong aptitude for easy and quick learning of audit, analytical, or/and facilitation skills
- Possess CPA
- Ability to travel at short notice, including travelling overnight.