

Job Profile for IT Audit & Systems Assurance

To provide an independent and objective assurance/consulting services to Management, the Board, and regulator with the aim to add value and improve the organization's operations, by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, controls (especially IT controls) and governance process

Role Qualification:

- **Academic/Professional:** BSc. or HND from a reputable tertiary institution (preferably in IT, accounting or other business related fields)
- **Professional qualification:** ACA or ACCA, CISA, Internal Audit Practice Certification (CIA), or others of similar equivalence). Possession of an MBA will be added advantage
- **Work experience:** Minimum of 5-years relevant experience in Audit (internal/external), with at least three (3) years in IT Audit. 3 years of leadership experience, or at middle management/supervisory level will be an added advantage

Key objectives:

- Coordinate the activities relating to the IT Audit & Systems Assurance Unit (within the IA function) of the Company and its subsidiary entities, and provide support to the CAE / Head of IA Function (Head, Systems & Control Group);
- Conduct comprehensive risk assessment of the Company's IT audit universe as a base for annual audit plan
- Deliver on the Company's annual IT audit plan, proposed systems assurance activities, and ensure that IT audits are performed in line with the required standards
- Ensure that audit issues are appropriately raised and addressed, and keep key stakeholders informed of IT audit & systems assurance activity
- Forge relationships with the SBUs covered

Key Responsibilities:

- Co-ordinate the activities of IT Audit & Systems Assurance Unit and when required, provide support to the Head of Internal Audit & Investigation Unit
- By liaising with the Regional Head of IT Audit at INM, ensure that the Company's IT Audit activities is properly co-ordinated with the Regional/Group IT Audit Team
- Provide leadership and direction for IT Audit & Systems Assurance Unit Audit Teams

- Support the Head of IA to organize periodic Audit & Compliance Committee (ACC) meetings. Prepare and compile ACC papers and ensure timely submission to the Head of IA for review
- Conduct annual risk assessments and develop an annual IT audit plan, to serve as input into the overall Internal Audit plan to be approved by ACC
- Coordinate and review the set-up of annual IT audit plan in the IA audit application/tool (CAPT)
- Coordinate the execution of the annual IT/internal Audit plan approved by the ACC
- Properly articulate issues identified in each IT audit assignment in an audit report and ensure timely submission of the report for review and issuance by the Head of IA
- Coordinate the follow-up activity on all IT audit issues/exceptions raised in the internal audit report to ensure proper and timely resolution/ closure
- Coordinate and develop/adapt standard audit programs for each IT audit assignment and review for appropriateness
- Ensure proper documentation of audit work in CAPT for all IT audit assignments, and review audit documentation to provide assurance on the quality of audit documentation and other documents uploaded into CAPT
- Co-ordinate/ liaise with the Head of Internal Audit & Investigation to ensure monthly and quarterly IA reporting to the Regional/Group IA Teams, as well as quarterly, semi-annual and annual statutory reporting to the appropriate regulatory agencies
- Conduct special reviews/other assignment as may be required by the ACC (Board)/Management/Head of IA function from time to time
- Conduct monthly systems assurance reviews on key revenue and other P&L lines, and G/L integrity testing on Trial Balance items as required
- Champion the data analytics / automation initiatives of the Internal Audit function to achieve the objective of being an effective, efficient and risk focussed IA function
- Lead/ provide support on the data analytics requirements on each audit assignment to ensure 100% coverage of the audit area/ items and a risk focussed audit/ testing of controls
- Conduct follow-up with the responsible unit(s) and ensure timely resolution of exceptions noted / issues identified during the monthly systems assurance process to support monthly management reporting
- Establish/forgo relationships with the SBUs covered by the IA function in order to be abreast of latest developments and maintain professional relationships with the external auditors and key regulatory contacts
- Coordinate and Investigate cases of misappropriation, misconduct, fraud, and issues reported via the Company's whistle blowing platform, and make necessary recommendations in line with the investigation outcome, and to improve controls weaknesses identified
- If required, attend court sittings relating to the investigations conducted by the IA function and provide necessary evidence to support the Company's legal proceedings

- Coach, manage and appraise IT Audit & Systems Assurance team members periodically in line with the Company's established HR procedure and give constructive feedback to the respective team member

Interested Applicants should send their CVs to **jobtalentrecruit@gmail.com** stating the role applied for as subject of mail. e.g "Head, IT Audit & Systems Assurance"