

Job Profile for Head, Internal Audit & Investigation

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, control and governance process.

Role Qualification:

- **Academic/Professional:** Academic/Professional: BSc. or HND from a reputable tertiary institution (preferably in accounting or other business-related fields)
- Professional qualification: ACA or ACCA, CISA, Internal Audit Practice Certification, or others of similar equivalence). Possession of an MBA will be added advantage

Work experience: 7 – 8 years relevant experience in Audit (internal/external), with at least three (3) years of leadership experience, or at middle management/supervisory level

Key Objectives:

- Coordinate the activities of the Internal Audit 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 audit universe as a base for annual audit plan
 - ✓ Deliver on the Company's annual internal audit plan and ensure that audits are performed in line with the required standards
 - ✓ Ensure that audit issues are appropriately raised and addressed, and keep key stakeholders informed of IA activity

Forge relationships with the SBUs covered by the IA function in order to be abreast of latest developments

Key Responsibilities:

1. Co-ordinate the activities of Internal Audit & Investigation Unit and when required, provide support to IT Audit & Systems Assurance Unit
2. Provide leadership and direction for Internal Audit Teams
3. 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
4. Conduct annual risk assessments and develop an annual internal audit plan to be presented by the Head of IA function for ACC approval
5. Coordinate and review the set-up of annual internal audit plan in the IA audit application/tool (CAPT)
6. Coordinate the execution of the annual internal audit plan approved by the ACC
7. Properly articulate issues identified in each audit assignment in an audit report and ensure timely submission of the report for review and issuance by the Head of IA
8. Coordinate the follow-up activity on all audit issues/exceptions raised in internal audit reports and ensure proper and timely resolution/ closure
9. Coordinate and develop/adapt standard audit programs for each audit assignment and review for appropriateness
10. Ensure proper documentation of audit work in CAPT for all audit assignments, and review audit documentation to provide assurance on the quality of audit documentation and other documents uploaded into CAPT
11. Co-ordinate the 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
12. Conduct special reviews/other assignment as may be required by the ACC (Board)/Management/Head of IA function from time to time
13. 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
14. 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
15. Attend court sittings relating to the investigations conducted by the IA function and provide necessary evidence to support the Company's legal proceedings
16. Coach, manage and appraise team members periodically in line with the Company's established HR procedure and give constructive feedback to the respective team member

Required Skills and Competences

- Business acumen: maintain expertise of the business environment, industry practices and specific organizational factors
- Communication: communicate with impact
- Persuasion and collaboration: persuade and motivate others through collaboration and cooperation
- Critical thinking: apply process analysis, business intelligence and problem-solving techniques
- Internal audit delivery: deliver excellent quality internal audit engagements
- Overall knowledge of general management principles and processes sufficient to professionally lead the IA function
- Strong/detailed knowledge of the Nigerian insurance, and financial services industry, regulatory environment, operating practice and technology
- A well-developed knowledge of corporate governance, risk management principles and internal controls
- Strong people development skills and experience of managing/developing a multi-disciplinary team of professional IA staff

In addition, prospective candidate should have:

- Strong oral communication and professional writing skills, and the ability to convey complex and technical issues in a style that is concise and easy to understand
- Strong interpersonal and team building skills
- Excellent analytical skills
- Proficient in the use of MS Applications

Interested Applicants should send their CVs to **jobtalentrecruit@gmail.com** stating the role applied for as subject of mail. e.g “Head, Internal Audit & Investigation”