

## VACANCY- INTERNAL AUDITOR

Bank of Baroda (Uganda) Limited invites applications for employment **on Permanent or Contractual basis** from suitably qualified Ugandan Citizens willing to serve at our Head Office, Kampala for the position **INTERNAL AUDITOR**.

### **Job Responsibilities:**

- To carry out on going assessment of corporate governance in the bank, internal controls, systems and procedures and assuring Board and management of the Bank that the control mechanism is effective and adequate. Monitoring compliance with laws, regulations and internal policies, efficiency and effectiveness of operations and safe guarding of assets etc.
- To conduct Risk Based Audit/Concurrent Audit of Branches and Risk Based Audit of Branches/offices departments as per Annual Audit Plan approved by Board Audit Committee and ensuring timely submission of the audit reports to all concerned.
- To carry out on going assessment internal controls, systems and procedures and assuring Board and management of the Bank that the control mechanism is effective and adequate. Monitoring compliance with laws, regulations and internal policies, efficiency and effectiveness of operations and safe guarding of assets.
- To evaluate the existing systems & procedures, suggest improvement to make the system fraud free.
- To assist in verifying compliance with Anti-Money Laundering (AML), Countering Financial Terrorism (CFT) & Know Your Customer (KYC) norms / guidelines.
- To generate and verify the daily off-site inspection report of all branches.
- To assist in verifying the reliability of the information produced by accounting and computer systems.
- To ensure compliance with laws, polices and operating instructions including internal checks.
- To carryout risk assessments of all branches and prepare Annual Audit Plan.
- Detection of revenue leakages, if any and ensuring recovery thereof.
- Checking of the enforceability of documents taken in respect of advance accounts and verification of asset classification of advances.
- Ensuring the quality and contents of inspection reports; critical analysis and reporting of credit, NPA, preventive vigilance, high risk areas, sensitive accounts and computer operations and housekeeping.

### **Qualification:**

- 1) University Graduate with a Honors Degree.
- 2) Fully qualified in accounting profession with a recognized institute and registered member of the Institute of Certified Public Accountants of Uganda (ICPAU) with at least -3- years post-qualification

experiences, preferably in a banking environment.

- 3) Working knowledge of IFRS, Ugandan tax legislation, and Financial Institutions Act (FIA) 2004.

### **Requirements:**

Applicant should possess Good experience of working on computers; Fluency in spoken/written English; High integrity and strong character. Should be strong in analytical and numeracy skills.

**Experience:** Three (3) years post-qualification experience, preferably in banking sector in Uganda. Accounting or Auditing experience in a financial institution will be an added advantage.

### **Age:**

Preferably -35- years. However, Management reserves the right for determining the age criteria even beyond -35- years keeping in view the experience / qualifications etc.

**HOW TO APPLY:** Typed applications with full Curriculum Vitae, names of two referees with self-attested photocopies of Registration No. of ICPAU / academic / professional / experience certificates, proof of age, postal address, e-mail ID & mobile number, etc. should be sent in sealed envelope to:-

**The Chairperson, Board Audit Committee, Bank of Baroda (Uganda) Limited, 18, Kampala Road, P.O. Box 7197, Kampala.**

**Online application should be sent by email to [recruitment.uganda@bankofbaroda.com](mailto:recruitment.uganda@bankofbaroda.com)**

**CLOSING DATE:** Applications complete in all respect should reach to above address on or before **31<sup>st</sup> August, 2024 by 5.00 p.m.**

### **NOTE:**

1. Envelope containing application must be clearly marked **"Application for the post of "Internal Auditor"**.
2. Only short-listed applicants will be contacted for selection process as decided by the Bank.
3. No communication will be sent to the applicants whose applications are not found suitable during short-listing process.
4. Bank reserves the right to reject / accept any application and to relax / alter any condition without assigning any reason.
5. Bank reserves the right not to make any appointment as a result of the selection process.
6. The short-listed candidates will be subjected to written test and/or personal interview.
7. Final selection will be subject to finding the candidate medically fit by Bank's Panel Doctor.
8. If any information with regard to Qualification, Age, Experience, background checks etc. provided by any applicant to the Bank is found to be false at any stage the Bank reserves the right to cancel his/her selection / appointment at any stage.