

Job Description for Head of Risk Control & Audit

Job Title	Head of Risk Control & Audit
Reports to	Governing Board and Chief Executive Officer
Supervises to	Audit & Risk Team
Definition	<p>→ S/he is responsible to take care of the risk management function of the organisation - this is done by formulating and implementing internal control and audit related policies.</p> <p>→ S/he has dual reporting to board and CEO of the organisation.</p> <p>→ S/he ensures a control system which protects the organisation from frauds.</p>
Duties/Roles/Responsibilities	<ul style="list-style-type: none"> ○ Review annual operating plan to identify area to be audited and/or type of audit to be conducted. ○ Making of annual audit plan and formulation of strategies including budgets for approval ○ Formation or finalization of audit team in coordination with HR to hire appropriate audit staff ○ Form audit team (area specific), to make them responsible for audit ○ Procedures to obtain knowledge and understanding of area to be audited, to design the audit strategy and ○ Determine administration of work. Prepare annual audit plan for the Branches, review and approve ○ Implementation of audit plan ○ Provide regular training to the audit teams ○ Identify training requirement for the team and co-ordinate with HRD for fulfilment of the same ○ Meeting with team to discuss and define the audit strategy and provide specific instruction ○ Review the audit policy periodically in aligns with company growth plan ○ Monitoring of ongoing internal audit of the branch as per strategy ○ Review of audit finding, presentation, detail report preparation, presentation to Board of Directors ○ Serve as official spoke person for the Internal audit on all audit matters ○ Prepare annual work plans, budgets, and objectives for Internal Audit Department. ○ Prepare Internal Audit Calendar and ensure adherence to it ○ Plan financial and human resources for audit work of the Branches and Head Office. ○ Explore new areas of risk and exposure for the organisation. ○ Conduct field audit work according to work plans.

Technical and Technical Skills

- Plan and perform audits to ensure that operations are being conducted in accordance with ACFL's policies and procedures.
- Provide assurance that all significant operating risks are being handled and minimised effectively in ACFL.
- Analyse current audit & risk management process & recommend to improve process & procedure to develop robust system
- Ensuring adherence to the parameters of best professional practice as those declared by the Institute of Internal Auditors
- Ensure all areas of operational and other risks are continually reviewed and analysed in the course of the internal audit exercise.
- Oral communication and debriefing with branch staff, including training of correct procedures. Prepare written work of internal audit activities. Written and oral reporting to the CEO and governing board
- Monitoring and follow up of audit recommendations.
- MBA/M.Com with at least 8 years of experience in Audit & Risk Management in microfinance, banking or other financial sector.
- Good knowledge of microfinance operations.
- Strong Analytical skills.