

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional(s) for the following position(s) in the area of **Audit & Inspection**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position(s):

01	Position / Job Title	Wing Head - Audit Entity Owner (AVP)
	Reporting to	Divisional Head - Operations Audit & Regulatory Coordination
	Educational / Professional Qualification	<ul style="list-style-type: none"> <li>Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>Candidates having master’s degree and / or any other relevant professional qualification or certifications such as ACA / ACCA / ICMA / CIA etc. in the respective field will be preferred</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>Minimum 5 years of Banking or Financial industry experience, out of which 3 years in Audit and / or Finance and / or Compliance function</li> </ul>
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> <li>Excellent communication and presentation skills</li> <li>Ability to effectively lead and manage team</li> <li>Proficient in use of Microsoft Office and Visio, SAP and Core Banking Application</li> </ul>
	Outline of Main Duties / Responsibilities	<p><b>Overall Audit Management:</b></p> <ul style="list-style-type: none"> <li><b>Understanding the Audit Entity:</b> Maintain a thorough understanding of the audit entity, including regulatory issues and emerging risks.</li> <li><b>Communication:</b> Regularly communicate with stakeholders to stay updated on relevant issues.</li> </ul> <p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><b>Process Understanding:</b> Develop a comprehensive understanding of all processes, risks, and controls within the audit entities.</li> <li><b>RCMs Preparation:</b> Prepare and update Risk Control Matrices (RCMs) at least annually.</li> <li><b>Risk Rating:</b> Assign composite risk ratings to the audit entities.</li> </ul> <p><b>Annual Audit Planning:</b></p> <ul style="list-style-type: none"> <li><b>Resource Arrangement:</b> Arrange necessary resources for conducting the audit.</li> </ul> <p><b>Engagement Planning:</b></p> <ul style="list-style-type: none"> <li><b>Audit Opening Letter (AOL):</b> Prepare, obtain approval from Program Director and issue the AOL to auditee management.</li> <li><b>Business Understanding Meeting:</b> Conduct meetings with auditee management to develop business understanding.</li> <li><b>Kick-off Meeting:</b> Hold a kick-off meeting with the Auditee Management before starting the audit.</li> <li><b>Audit Planning Information Request (APIR):</b> Prepare and send the APIR to auditee management.</li> <li><b>Sample Rationale Document (SRD):</b> Prepared and approve the SRD.</li> <li><b>Audit Planning Document (APD):</b> Prepare the APD, get it approved from Program Director, upload it in eAudit, and provide it to the audit team before start of actual field audit execution.</li> <li><b>Procedure Notification:</b> Notify the Program Director of any changes in testing procedures.</li> <li><b>Testing Procedure Review:</b> Review testing procedures for each control to be tested.</li> <li><b>Conflict of Interest Disclosure:</b> Obtain and review the Conflict-of-Interest disclosure</li> </ul>

		<p>form from the audit team for each engagement.</p> <p><b>Field Work:</b></p> <ul style="list-style-type: none"> <li>• <b>Test Allocation:</b> Allocate audit tests to team members (in consultation with Team Leader) in eAudit.</li> <li>• <b>Sample Approval:</b> Approve changes in sampling if the original sample is amended by audit team during field work.</li> <li>• <b>Engagement Monitoring:</b> Supervise and monitor ongoing audit engagement by preparing call reports.</li> <li>• <b>Meetings:</b> Conduct regular meetings with the audit team and auditee management.</li> <li>• <b>Completion Assurance:</b> Ensure all test work is completed as planned with no exceptions pending evaluation.</li> <li>• <b>Finding Discussions:</b> Ensure all findings are discussed with the auditee and written responses are received.</li> <li>• <b>Finding Review:</b> Review all findings and their disposition, also prepare disposition document and upload in eAudit.</li> <li>• <b>Exit Meeting:</b> Plan with auditee management, conduct the exit meeting, document the minutes, get minutes signed by all participants of the meeting and upload in eAudit.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• <b>Engagement Monitoring:</b> Continuously monitor and supervise the ongoing audit engagement.</li> <li>• <b>Report Review:</b> Review the draft report and working papers, providing feedback to the Team Leader.</li> <li>• <b>Control Rating:</b> Assess control ratings of the audit engagements in consultation with Team Leader.</li> <li>• <b>Corrective Action Plans (CAPs):</b> Monitor the receipt and appropriateness of CAPs and timelines. Escalate issues to the Program Director if CAPs and management responses are not received within the prescribed timeframe.</li> <li>• <b>Final Report Issuance:</b> Issue the final audit/review report along with the control rating.</li> </ul> <p><b>CAP Validation:</b></p> <ul style="list-style-type: none"> <li>• <b>Documentation Validation:</b> Ensure all relevant documentation required to validate corrective actions is uploaded on eAudit.</li> <li>• <b>Audit Cycle Validation:</b> Validate resolved audit issues during the next cycle audit or as advised by the Program Director/Group Chief, AIG.</li> <li>• <b>Issue Tracker Update:</b> Update the status of relevant issues in eAudit (Issue Tracker/Compliance Portal) and upload signed documents in the eAudit.</li> <li>• <b>Pending Issues Summary:</b> Submit a summary of pending issues/overdue CAPs to auditee management, copying the Program Director on a quarterly basis.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• <b>Folder Closure Certificate:</b> Prepare a certificate indicating the completion of the audit cycle.</li> <li>• <b>Additional Tasks:</b> Perform any other tasks assigned by the Program Director/Group Chief-A&amp;IG</li> </ul>
	<b>Place of Posting</b>	Karachi
<b>Assessment Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for panel interview(s).	

<b>Employment Type</b>	The employment will be on contractual basis, for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank's policy / rules.
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Interested candidates may visit the website **[www.sidathyder.com.pk/careers](http://www.sidathyder.com.pk/careers)** and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for interview.

**National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.**