



A Subsidiary of Access Bank Plc.

## JOB PROFILE

<b>Position Title:</b>	Audit Manager, Central Functions & Shared Services
<b>Available position/s:</b>	1
<b>Division:</b>	Internal Audit
<b>Location:</b>	Head Office
<b>Reporting to:</b>	Head Central Functions & Shared Services

### Position Scope:

The overall responsibility of the job holder will be to plan and carry out specific audit assignments, under the direction of Head Central Functions & Shared Services, in an efficient and effective manner. He/She will be required to ascertain the extent of compliance with documented policies, procedures and regulations and provide assurance to senior management that laid down processes and controls are functioning effectively as designed. He/She will be required to facilitate good practice in giving assurance on risk management, controls and governance processes.

### Key Responsibilities:

- Plan and complete specific audit assignments in consultation with support of Head Central Functions & Shared Services according to approved audit plan within the defined timelines.
- Participate and contribute in the risk assessment process for Central Functions & Shared Services audit areas and document quality recommendations and control issues identified.
- Participate in the development of risk based annual audit plans detailing the scope, nature and timing of audit activities.
- Review the systems established to assess compliance with policies, plans, procedures, laws, and regulations which could have a significant impact on operations and report whether the organization is in compliance.

- Monitor and evaluate effectiveness of the risk management systems in place within Central Functions & Shared Services.
- Develop in consultation with the Head Central Functions & Shared Services appropriate audit tests and programs aimed at achieving the desired audit objectives.
- Report on audit findings on key control deficiencies, non-compliance with procedures and management policies and regulatory requirements among others, on audit areas reviewed.
- Carry out the identified continuous monitoring reviews and report on the results within agreed intervals.
- Follow up of audit issue action plans as per stakeholder engagement agreements and track to completion within agreed timelines.
- Follow up recommendations and issue action plans logged from previous audits to ensure their timely closure.
- Support colleagues by sharing expertise with members supporting Central Functions & Shared Services assurance.
- Maintain pro-active approach to risk assessment through market intelligence, continuous engagements with stakeholders to understand business dynamics through data analytics.
- Delays in execution of audit work should be escalated in a timely manner to Management.  
Perform other related duties that may be assigned from time to time by Management.

### **Skills & Experience:**

- A Bachelor's degree in business / related field from a recognized university
- ACCA/CPA finalist
- Membership of ICPAK /ACCA in good standing is preferred
- Membership of IIA/ISACA in good standing is preferred
- Five years' experience in internal audit or related environment
- Innovation; able to keep up with trends of meeting the demands of internal and external customers and controls thereof
- Collaboration; forms business partnerships that help drive the Bank's Assurance Agenda
- Multi-tasking; able to manage several concurrent audit assignments and prioritise demands
- Flexibility and adaptability; ability to keep pace with latest trends in addition to new audit requirements
- Excellent communication skills; articulate in communicating to both internal and external stakeholders both at all levels
- Analytical; capable of managing numerous information sources and providing data analysis reports to senior management

- Business Acumen/ commercial awareness; ability to assess business strategies, alignment and implementation plans
- Good knowledge of Banking laws and regulations
- Analytical thinking capability.
- Report writing and communication skills.
- Stakeholder Management.

### **How to Apply:**

- Send your CV and application letter showing how you meet the role requirement stated above to: [Recruitment@nationalbank.co.ke](mailto:Recruitment@nationalbank.co.ke) by **Tuesday, 21<sup>st</sup> July 2026.**
- Indicate Name & Job Reference **No. NBK/AUD/04/2026 on email subject.**
- Please note that applications received after the deadline will not be considered.
- Only shortlisted candidates will be contacted for the next stage/s of the process.