



A Subsidiary of Access Bank Plc.

JOB PROFILE

Position Title:	Audit Manager Commercial Functions & Branch Network
Available position/s:	2
Division:	Internal Audit
Location:	Head Office
Reporting to:	Head Commercial Functions & Branch Network

Position Scope:

The overall responsibility of the job holder will be to plan and carry out specific audit assignments, under the direction of Head Commercial Functions & Branch Network, in an efficient and effective manner. He/She will be required to ascertain the extent of compliance through examining and assessing business strategy and its implementation plan within Commercial Functions and the Branch Network. The role holder will also be expected to check compliance of documented policies, procedures and regulations and provide assurance to senior management that laid down processes and controls are functioning effectively as designed to support sustainable business.

Key Responsibilities:

- Plan and complete specific audit assignments in consultation with the Head, Commercial Functions & Branch Network Audits according to approved audit plan within the defined timelines.
- Participate and contribute in the risk assessment process for Commercial Functions & Branch Network 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 Commercial Functions & Branch Network functions.

- Develop in consultation with the Head Commercial Functions & Branch Network Audits 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.
- Support colleagues by sharing expertise with members supporting Commercial Functions & Branch Network assurance.
- Maintain pro-active approach to risk assessment through market intelligence, continuous engagements with stakeholders to understand business dynamics through data analytics.
- Escalate in a timely manner to Head of Commercial Functions & Branch Network Audits any unreasonable delays in execution of audit work.
Perform any other related duties that may be assigned from time to time by the Audit 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 (5) years' experience in internal audit or related risk, control or governance work related environments.
- 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.

How to Apply:

- Send your CV and application letter showing how you meet the role requirement stated above to: Recruitment@nationalbank.co.ke by **Tuesday, 21st July 2026**
- Indicate Name & Job Reference **No. NBK/AUD/03/2026 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.