



BFCHRJ-074 – Senior Manager Internal Audit | Internal Audit | Bahrain

About the role:

Senior Manager Internal Audit will be responsible to effectively deliver on audit and cash inspection plans. S(he) will ensure timely execution and management of group audits and cash inspections. Position will perform reviews of audit and cash inspection reports of Group, prepare final audit reports for Circulation. Review working papers, evidences, audit tests results, management responses and finalize audit observations / findings.

Review and finalize audit tracking system, follows ups closely with line management for resolutions of outstanding issues.

To be of asset value, position will have core competence in Remittances, Centralized Operations, Treasury, Information Technology audits and excellent in depth professional understanding of AML & Compliance governance Process.

Your Responsibilities:

- Perform risk assessments, identify and document vulnerabilities and threats in management governance processes and key operational areas of BFC Bahrain including but not limited to, Branch Cash Management, Treasury, Information Technology, Finance & Accounts, Reconciliation, Anti Money Laundering (AML) & Compliance.
- Provide valuable contributions towards development of risk based Internal Audit Plan for Branches and Head office departments / units and Surprise Cash Inspection Plans.
- Perform periodical, risk based Internal Audits of branches and Head office units / departments of BFC Bahrain as per approved audit plan. Ensure timely execution of Audit Plan and issuance of audit reports.
- Monitor execution of group audit plan ensuring timely value added delivery on assurance process.
- Review and finalize group audit reports, circulate to line managers, obtain responses and submit final report to Head of Internal Audit for review and circulation.
- Supervise group audit tracking system. Follow up with group line management on resolution of outstanding issues. Update position of issues for audit committee.
- Perform financial statement analysis (Trail Balance, Balance Sheet and Income Statements), identify trends / movements in assets values, match management approvals confirm existence of physical assets ; submit monthly report of Financial Statements values movements with findings to Head of Internal Audit.
- Update audit check lists, working papers, audit manuals and controls test matrix when a new product, policy, procedure or controls are established by the management, or, new process, policies, procedures, risks and controls identified during audit and surprise cash inspection process. Submit the up-dations to Head of Internal Audit – BFC for review and approval.
- Participate in disciplinary action process with Human Resources.
- Immediately identify and report to Head of Internal Audit if Red Flags are found during review process.
- Perform any other task(s) delegated by the Head of Internal Audit from time to time.



About You

- Position will have 5 to 10 years relevant experience in Retail Banking (*Remittances, Reconciliation, Cash Management*), or, Financial Services sector along with core competence in Treasury, Information Technology audits and excellent professional understanding of AML & Compliance Process and Centralized Operations review process.
- Excellent professional understanding of IIA & IS standards.
- Excellent professional knowledge of COSO, COBIT and ERM.
- Superb and professional audit report writing skills
- Excellent communication and negotiation skills
- Ability to work with senior management levels.
- Organized and disciplined
- Interactive and a team player.