

# JOB ADVERT

## ABOUT UBA

United Bank for Africa (UBA) is one of Africa's leading financial institutions, with operations in twenty (20) countries and four (4) global financial centers: London, Paris, New York and Dubai. UBA has evolved into a Pan-African, provider of banking and related financial services through diverse channels globally.

United Bank for Africa Uganda represents UBA's pioneer country activities in the East and Southern African sub-region. With a growing network of branches and ATMs across the country, the bank continues to expand the retail and commercial playing field in Uganda by delivering unique financial products and solutions. The bank is seeking to recruit the following highly motivated, competent, result oriented and dynamic professionals for the following positions;

<b>JOB TITLE:</b>	<b>INTERNAL AUDIT OFFICER</b>
<b>DEPARTMENT/ UNIT:</b>	<b>AUDIT</b>
<b>REPORTS TO:</b>	<b>CHIEF INTERNAL AUDITOR</b>

## JOB OBJECTIVE(S)

To review and assess controls of policies, safeguard the Bank's assets, ensure the completeness and accuracy of transaction records; and prevent/detect incidences of related frauds and irregularities.

## DUTIES & RESPONSIBILITIES

- Participate in the implementation of the Bank's internal audit strategy in line with the Bank's overall strategy by executing the assigned department activities.
- Conduct internal audits across the bank (Business, service, Head offices and the Branch Network including external customers/vendors) and follow up on closure of audit expectations with Department heads or relevant stakeholders to ensure compliance to internal and external policies.
- Maintain audit issues tracker and follow up with auditees on closure status
- Preparation of Group reports and handling other ad hoc requests
- Review Central Bank Regulatory reports prior to submission to the Regulator
- Work with the external auditors, Group Auditors and regulatory examiners, and provide required assistance in their conduct of regulatory and statutory review/examination of the Bank's business and operational transactions and activities.
- Carry out investigations on fraud and forgeries, and any other as may be assigned.

## DUTIES & RESPONSIBILITIES

- Timeliness and quality of Audit reports across the Bank (Head Office, Business & Service office and the Branch network reports) with timely resolution of audit issues.
- Effectiveness at follow up to ensure that audit exceptions are regularized within advised time frame.
- 100% compliance to Internal and External Policies by staff and other external stakeholders like vendors.
- High External Audit rating/index of all the Bank's business and operational transactions and activities.
- Timely submission of quality and prompt investigation

## KEY COMPETENCY REQUIREMENTS

### Education:

- o First degree in Accounting, Banking & Finance or related discipline.
- o Minimum Professional qualification of CPA or ACCA (with at least a paper passed) is a MUST.

### Experience:

- o A minimum of one (1) Year in banking operations, compliance, Risk Management or Internal Audit.

### Knowledge:

- o Data Gathering and Analysis.
- o Regulatory compliance.
- o Industry Knowledge.
- o Banking operation.
- o Product / Service Knowledge.
- o Business Risk Management.
- o Credit Analysis.
- o Accounting and Tax.

### Skill/Competencies:

- o Teaming.
- o Decision Making.
- o Facilitation / Knowledge sharing.
- o Professionalism / interpersonal Relationship.
- o Communication.
- o Problem Solving.

## HOW TO APPLY

All interested staff should send their CV, application letter and copies of academic certificates to **ubaugandahr@ubagroup.com** addressed to;

**Head of Human Capital**

**United Bank for Africa**

**Plot 2, Jinja Road**

**Kampala, Uganda.**

**Deadline for applications is 30th July 2025.**

