



**NCBA GROUP PLC – SENIOR MANAGER, IA QUALITY ASSURANCE & IMPROVEMENT**

<b>Job Title:</b>	Senior Manager, IA Quality Assurance & Improvement	<b>Reports to:</b>	Group Head, Internal Audit
<b>Unit:</b>	Internal Audit	<b>Department:</b>	Internal Audit
<b>Grade:</b>	Band 7	<b>Date:</b>	March 2026
<b>Job holder:</b>		<b>Supervisor:</b>	Group Head, Internal Audit
<b>Signature:</b>		<b>Signature:</b>	

<b>Job Purpose Statement</b>
<p>The Senior Manager, Internal Audit (Quality Assurance &amp; Improvement Program – QAIP) is responsible for developing, implementing and enhancing leading practices within the Group Internal Audit Function, ensuring compliance with the Institute of Internal Auditors' (IIA) Global Internal Audit Standards (GIAS), NCBA Internal Audit methodologies and Charter.</p> <p>This role will not involve planning, executing or reporting on regular internal audits or special/advisory reviews but focuses on audit quality assurance, process improvements and external QA coordination. The role requires extensive experience in internal audit quality assurance, risk-based assurance, process improvement and compliance monitoring.</p>

<b>Key Accountabilities (Duties and Responsibilities)</b>		
<b>Perspective</b>	<b>% Weighting</b> <i>(to add up to 100%)</i>	<b>Output</b>
<b>Internal Audit Quality Assurance &amp; Risk Assessment</b>	50%	<ul style="list-style-type: none"> <li>Develop and implement an annual quality assurance plan (QA plan) including QA risk assessments.</li> <li>Execute quality assurance reviews to ensure adherence to IIA standards, IA Charter and regulations and internal audit processes.</li> <li>Identify internal audit process improvements and implement best practices to enhance operational efficiency.</li> <li>Coordinate review and standardisation of audit documentation (strategy, charters, manuals, frameworks, reports, guidelines) to ensure compliance with Global Internal Audit Standards and alignment with best practice.</li> </ul>

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<b>Audit Reporting &amp; Follow-up</b>	20%	<ul style="list-style-type: none"> <li>• Prepare quality assurance reports with insights and recommendations for process improvement.</li> <li>• Conduct follow-up reviews to assess the effectiveness of corrective actions taken.</li> <li>• Maintain work paper documentation to support QA findings and conclusions.</li> </ul>
<b>External QA Coordination &amp; Compliance</b>	20%	<ul style="list-style-type: none"> <li>• Coordinate external quality assessments of the Group Internal Audit Function and ensure implementation of recommendations.</li> <li>• Ensure adherence to regulatory and internal procedures/charters governing internal audit practices.</li> </ul>
<b>Stakeholder Engagement &amp; Knowledge Sharing/Training</b>	10%	<ul style="list-style-type: none"> <li>• Act as a subject matter expert (SME) on internal audit quality and risk-based assurance.</li> <li>• Build partnerships with external QA institutions and peer organizations to enhance internal audit quality.</li> <li>• Act as an advocate for continuous improvement and transformation in internal audit methodologies.</li> <li>• Conduct regular training sessions for Internal Audit staff and other stakeholders on the requirements of the Standards, Audit processes, lessons learnt from periodic QA reviews and emerging trends.</li> </ul>

**Job Dimensions**

<b>Reporting Relationships: jobs that report to this position directly and indirectly</b>	
Collaborates with	Heads of Internal Audit
	Senior Audit Managers/ Audit Managers/ Audit Engagement Team Leads

<b>Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Heads of Internal Audit</li> <li>• Senior Audit Managers</li> <li>• Audit Managers/ Audit Engagement Team Leads</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Professional bodies including: ICPAK, IIA.</li> <li>• External QA Institutions/Organisations</li> </ul>

<b>Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make</b> <i>(Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.</i>
<ul style="list-style-type: none"> <li>• Providing guidance and advice on the impact of non-compliance with the GIAS and internal audit methodology to the Group Internal Audit Function.</li> <li>• Departmental budget as approved.</li> </ul>

<b>Work cycle and impact: time horizon and nature of impact (Planning)</b>
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*(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1 month – 3 months, 3-6 months, 6-12 months, above 1 year)*

- Multi-year quality assurance plan (QA plan) : 2 - 3 years
- Annual Quality Assurance plan
- Annual QA reporting targets and quarterly reporting on corrective action plans

**Ideal Job Specifications**

**Academic:**

- A University graduate
- Masters degree will be an added advantage

**Professional:**

- CIA, CPA (K) or ACCA qualifications
- Quality Assessor Certification
- Basic IT professional qualifications specifically: CISA, CISM and CISP an added advantage

**Desired work experience:**

- Minimum of 5 - 10 years' experience in IA QA with the last 5 years in a leadership role, preferably in the financial services industry or related role in consulting including professional practice as external quality assurance provider.

**Technical Competencies**

Risk Management	Demonstrable knowledge and experience in developing Risk-Based Internal Audit (RBIA) methodologies, conducting internal audit function's risk assessment and implementing quality assurance principles, practices and frameworks.
Audit Standards and Regulations	Extensive knowledge of the industry and international regulatory standards and experience in developing Internal Audit performance metrics or reporting guidelines.
Conceptual, Technological and Analytical Skills	Strong analytical skills including ability to leverage leading practices and tools (data analytics, processes automation) in implementing IA-QAIP.

**Behavioural Competencies**

Results and Achievement Oriented	Strives to achieve results, being measured and being judged on performance standards.
Personal Ethics	Must be honest, fair, just but firm with him/herself and of high integrity.
Negotiation Skills	Must be a good negotiator, particularly in changing behaviour and work practices.
Communication and Interpersonal Skills	Well-developed oral and report-writing skills, ability to work with various IA Teams across the Group.

*This JD is signed off with reference having been made to the organisation's core values and aligned competencies against these values.*