

Senior Officer CRBG Risk Review – Audit Risk & Review Group

Allied Bank Limited · Lahore, Punjab, Pakistan (On-site)

About the job

Required Skill Set:

- Good interpersonal and communication skills.
- Analytical skills, critical thinking, and multi-tasking.
- Ability to work under pressure, problem-solving skills, and decision-making.
- Adequate knowledge of regulatory requirements, operations, policies & procedures, and internal controls.
- Well versed in MS Office.
- Knowledge of IT Systems/Applications, Core Banking – T24, LOS, etc.

Job Responsibilities:

- Prepare Engagement Plan for assigned reviews, allocate review of different functional activities to Team Members prior to the start of the review, and take feedback/approval from line control.
- Update Review Checklist in line with the risks associated with the reviewee and select items for testing with the assistance of Team Members at the planning stage or during execution of the review, wherever data is available.
- Monitor review proceedings to complete assignments within the allocated time through optimum utilization of available resources.
- Prepare and forward list of information required to the reviewee for conducting the review.
- Request UH CRR & Manager Credit Risk Review – CRBG for approval of additional time/man-days required to complete the review along with justifications.
- The Team Leader shall monitor the progress once the review has commenced. This includes supervision of activities and coordination among team members in a professional manner.
- The Team Leader should specify to team members the relationship of their duties to the overall review objectives, ensure they fully understand what is required, and determine that they are working efficiently toward the completion of assigned tasks.
- The Team Leader should be familiar with the abilities and performance of each team member and encourage them to make inquiries where they do not fully understand any phase of the work. This is essential to prevent deviation from overall review plans and serves as part of continuous on-the-job training. Besides monitoring and supporting the team, the Team Leader is also encouraged to perform critical tasks to ensure efficient and effective task completion.

- Consolidate review working papers, evidence, and review reports of work performed by different Team Members.
- Review and ensure that working papers of review engagements are supported by sufficient and appropriate evidence to corroborate review activities performed during the review engagements and conclusions reached.
- Share and discuss draft review reports and ensure that exceptions are agreed upon with the management of the reviewee.
- Submit draft Review Reports to the Manager Credit Risk Review (CRBG) for further processing.
- Resolve review findings of Manager/UH CRR/GH CRR and ensure that review results are part of the review documentation.
- Provide feedback on review checklists and recommend additions/deletions, if any.
- Perform any other job assigned by line management.

Qualification:

Four (04) years Bachelor's and/or Master's Degree in Business Administration, Finance, Economics, or a relevant degree from an HEC-recognized university/institute. Professional qualification/certification (CAF, ACCA, ACMA, CIA, FRM, or CFA) is preferred.

Location: Lahore

Experience: 1-2 years of banking experience in a similar field.

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