



CAREER OPPORTUNITIES AT EQUITY BANK.

Equity Bank is one of the region's leading Banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern, inclusive financial services that maximize their opportunities. With a strong footprint in Kenya, Uganda, Tanzania, Rwanda, DRC and South Sudan, Equity Bank is home to more than 20 million customers – the largest customer base in Africa. Currently the Bank is seeking additional talent to serve in the role outlined below.

ASSISTANT AUDIT MANAGER

Job Purpose

- The Assistant Audit Manager will support the Head of Internal Audit Department in providing the assurance that the Bank has effective financial, administrative and management systems and controls, adequate and effective risk management processes and ensure observance of good corporate governance practices.
- Internal Assistant Manager conducts financial, operational and compliance audits and furnishes them with analyses, advice and recommendations concerning risk management, control and governance processes

Key Responsibilities and Accountability.

- Conducting reviews from various Units/ Branches & ensure timely closure.
- Ensure Appropriate Audit Planning; Execution; documentation and timely reporting
- Providing support and guidance to management on how to handle new opportunities.
- Timely reporting of Audit Findings for management action
- Coordinate meetings with auditees to develop an understanding of business processes
- Preparing reports to highlight issues and problems and distributing the reports to the relevant people and ensure proper follow-up
- Assessing compliance with Bank rules and regulations & informing management whether any issue needs to be addressed.
- Conducting Exit meetings and ensuring suitable understanding of concerns to be addressed
- Test the operations and Credit procedures and support to the design adequate financial controls
- Improve customer care by initiating improvements to the financial control and auditing process
- Develop new audit programs to ensure adequate financial controls
- Plan internal client meetings and oversee financial disclosures
- Review and make recommendations on Systems, policies and Regulations.
- Assist in creation and updating of internal audit plan
- Execution: Execute the audit plan within the given timelines while meeting the required quality expectations.



- Reporting: Timely and reliable audit reports that capture the major findings and resultant recommendations or remedial actions.
- Follow up and review: Do the follow up and review process to ensure that functions are implementing Audit recommendations and closing out queries.
- Internal Stakeholder engagement: Build relationships with key stakeholders to understand their current and future business needs, challenges and to enable a smooth working relationship.

Qualification, Experience, Skills and Attributes

- Bachelor's Degree with completed professional qualification like ACCA, CPA OR CIA
- A minimum of 4 years' experience in auditing, preferably in a financial institution, a Supreme Audit Institution or in an internationally accredited audit firm.
- Broad knowledge of Banking
- Strong Analytical Skills
- Good report writing skills
- Knowledge of the full MS Office suite
- Excellent report writing, oral communication, logical and analytical skills.
- Excellent working knowledge of computer assisted audit techniques and Ms Office.
- Team player with good interpersonal skills.
- Open minded with the ability to learn in a dynamic environment,
- Good commercial awareness and knowledge of the best international practice standards in financial reporting (IFRS), IIA Standards and corporate governance

If you meet the above requirements, submit your application quoting the job opportunity you are applying for as subject of your email through the email address below by **28th August 2025**. Please include detailed Curriculum Vitae, copies of the relevant certificates, testimonials, and daytime telephone contact and email address. Only short-listed candidates will be contacted.

Email to: **jobsrwanda@equitybank.co.rw**

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.