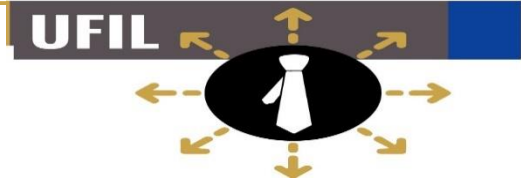


# Career opportunity

## ..... Head of Internal Control & Compliance



Uttara Finance and Investments Limited, a joint venture leasing and financing company, registered as a nonbanking financial institution in the year 1995 with license from Bangladesh Bank to operate and transact all kinds of business as provided under the relevant laws. UFIL upholds its commitment towards the development of financial service sector by offering high quality services to the local entrepreneurs. With its continuous drive to improve, UFIL is well on track to be considered as one of the leading Financial Institutions of the country.

### Job Responsibility:

- Develop annually a risk-based internal audit plan for Audit Committee review and approval. Oversee the implementation of the approved plan, and adjust the plan as needed in response to changes in FI's business risks, operations, programs, systems and controls. Keep MD & CEO and Audit Committee apprised of any changes needed to the internal audit plan.
- Ensure compliance of all regulatory requirements of Bangladesh Bank and BSEC. Ensure follow up on findings and corrective actions.
- Provide technical assistance with investigations, special audits, and provide subject-matter expertise as needed.
- Remain updated on audit and compliance matters of Bangladesh Bank regulatory oversight trends and develop a risk based approach incorporated into the annual audit plan.
- Perform organization-wide risk assessments to identify significant risks or exposure related to internal controls & compliance with FI's policies and procedures, laws & regulations and Bangladesh Bank regulatory requirements, efficiency of operations, and accuracy of programmatic and financial reporting.
- Provide feedback and recommendations on business risks and improving operational efficiencies and processes where appropriate.
- Direct the work of external auditors on select audits, as directed by the Audit Committee and MD & CEO to ensure the audit work remains within the prescribed guidelines.
- Coordinate and assist the Audit Committee in delivering their responsibilities and participate in quarterly or more frequent Audit Committee meetings.
- Stay abreast of emerging trends and successful practices in ICC.
- Establish and assign departmental goals to team members and evaluate their performance.
- Responsible for coaching, mentoring, and developing career paths for direct reports.

### Job Nature: Full-time

### Educational Requirements:

- Must be a Qualified Chartered Accountant with Masters in Accounting / Finance.

### Experience Requirements:

- 5 to 7 Years of related work experience with at least 02 years as a Head of Internal Audit / ICC role in a reputed NBF/Bank.

### Additional Requirements:

- Knowledge: Corporate Governance; project management and relationship with Management & audit
- Internal Audit Standards and Professional Practices Framework
- Best Practices in Internal auditing; audit tools, methodologies, techniques
- Enterprise Risk Management & compliance.
- Ability to process market survey report and review right process of purchase
- IAS, BAS, IFRS/ BFRS, Laws & Regulations such as Tax, VAT, Company Law etc.
- Experience in internal audits, external audits & Finance operation knowledge/ exposure
- Functional Area: Finance & Accounts

<u>Age:</u>	<u>Job Location:</u>	<u>Salary:</u>
Up to 45 years	Tejgaon (Head Office), Dhaka	As per Company Policy

If you think that you are the right person we are looking for, please submit your updated resume in confidence with a detailed CV along with names and contact information of 2 (two) references, a cover letter supporting the qualification of the candidate for the position and a copy of recent passport size color photograph to **Head of Human Resources, Uttara Finance and Investments Limited, Uttara Centre (4th floor), 102 Shahid Tajuddin Ahmed Sarani, Tejgaon, Dhaka-1208** or apply through **e-mail: [hrd@uttarafinance.com](mailto:hrd@uttarafinance.com) by February 04, 2023.**

UFIL is an equal opportunity employer. Persuasion of any kind will be automatically judged as disqualification.



**UTTARA FINANCE**  
AND INVESTMENTS LIMITED

Integrated  
business  
solutions.