**Job Description**

**Job Title:** **Manager, Internal Audit**

**Department:** **Internal Audit**

**Reporting to:** **Senior Manager, Internal Audit**

**NOC Code:** **111**

**Date:** **December 2012**

**Job Summary:**

The Manager, Internal Audit is responsible for planning, executing and reporting on operational, financial, regulatory and compliance related audits/reviews of ING Direct Canada. A secondary role is to provide advice on internal control to ING Direct management, including responding to questions on risk management techniques.

**Responsibilities:**

- Plans financial, regulatory, compliance or operational reviews/audits.
- Coordinates work with Risk, Legal & Compliance and other control-related activities and with others within Internal Audit.
- Conducts risk assessments and identifies controls in place to mitigate identified risks.
- Performs audit procedures to verify that controls are operating through testing and interviewing techniques.
- Analyses and concludes on effectiveness and efficiency of control environment.
- Identifies control gaps and opportunities for improvement.
- Documents the results of audit work in accordance with audit department and the Institute of Internal Auditors (IIA) standards.
- Prepares timely audit reports for executive management, the Audit Committee and the Board of Directors.
- Acts as primary client liaison within Internal Audit for one or more VPs / division heads.
- Assess, evaluate and promote compliance to internal ING Direct policies.
- Contributes, as appropriate, in the year-end financial audit with the external auditor.
- Provides advice on internal control and participates in enhancing internal audit standards and practices within ING Direct.
- Researches new or technical subjects when required to support audits (e.g. Basel III, OSFI Guidelines, market risk, financial instruments, etc.)
- Provide feedback on performance of Internal Auditors, on audit assignments, as applicable.

**Competencies/Attributes:**

- Conveys an Inspirational ING Vision & Strategy
- Contributes to High Performing ING Teams – May include supervision of auditors on projects to follow sound internal control practices and to manage risks appropriately.
- Acts as a Team Player - Collaborate and supporting colleagues and peers across the organization, while still being able to work independently when needed.
- Results Oriented – Meet deadlines on assignments, juggle multiple demands and to work with all types of individuals up to and including the CEO.
- Focuses on the Customer by understanding the business from the customer's perspective and by keeping in regular contact with customers to understand business priorities and issues.
- Entrepreneurial
- Committed to Self Development

**Requirements:**

- Excellent knowledge of banking/financial business operations and risk-based auditing attained through 3 to 5 years of progressive work experience with a focus on financial risk and regulatory requirements.
- Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards
- Ability to manage projects and, when required, supervise auditors to follow sound internal control practices and to manage risks appropriately.
- Be adaptable and able to meet deadlines on assignments, juggle multiple demands and to work with all types of individuals up to and including the CEO.
- Strong skills in negotiating, relationship building, problem solving, and timely problem escalation.
- Excellent written and oral communication skills
- Excellent time management and organizational skills
- Detail oriented but able to quickly grasp the big picture

**Qualifications:**

- A post-secondary degree preferably in business or finance
- Certified Internal Auditor (CIA) designation is preferred.
- CA/CMA/CGA designation, or senior level status, is highly desireable.
- Proficiency in MS Office (Word, Excel, PowerPoint), Outlook, and Visio, Preferable to have experience with Pentana and IDEA software.

**Disability Accommodation:**

ING DIRECT will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified employee or applicant for employment, unless undue hardship to ING DIRECT would result. Any applicant or employee who requires accommodation in order to perform the essential functions of a job should contact Human Resources or his or her supervisor.

*ING DIRECT is an equal opportunity employer.*