

Specification of Competency Standards for the Retail Banking

Unit of Competency

Compliance and Risk Management > 4.5 Audit

Title	Formulate policies on audit procedures and reporting
Code	107415L6
Range	Formulate policies in internal audit. This applies to audit policies carried out in different business trades, internal operations and service delivery channels of the bank
Level	6
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Conduct research on auditing and banking practices Be able to: <ul style="list-style-type: none"> • Conduct research on different practices and methods in auditing to design a suitable approach for the bank 2. Identify audit requirements of the bank Be able to: <ul style="list-style-type: none"> • Analyse different operations and activities of the bank to identify areas which warrant monitoring and tracking to ensure a smooth operation • Identify improvement areas which require better control and formulate control measures to ensure a sound operation environment 3. Formulate audit policies and procedures Be able to: <ul style="list-style-type: none"> • Formulate audit policies and procedures to balance risks and control of the bank after grasping a thorough understanding of regulatory requirements and the bank's internal operations • Examine the relevant regulatory requirements in details to identify implications on carrying out the duties of auditing 4. Design plan for conducting audit reporting Be able to: <ul style="list-style-type: none"> • Develop policies to ensure that proper and accurate documentation is in accord to internal audit standards and external regulations • Develop audit reporting mechanisms that are in alignment with the bank's policy and design a control framework to ensure they are properly implemented
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Compilation of audit policies and / or procedures for balancing risks and control of the bank. The design of the policies is able to demonstrate an accurate understanding and detailed analyses on the regulatory requirements, business and operations of the bank and regulatory risks inherited in different activities • Recommendations on improving operation environment of the bank are provided as appropriate. The recommendations provided are supported by comprehensive analysis of different information • Policies in audit reporting are designed based on regulatory requirements and needs of different business and operation units of the bank
Remark	