



Position	Head of Internal Audit
Organization Name	The Zoroastrian Co-operative Bank Limited
Location	Mumbai
Desired Experience(Yrs.)	Desired minimum years of Experience should range between 10 to 15 years, with at least 5 years or more of experience in a senior leadership role in Internal Audit Department.
Age (Yrs.)	Desirable age for this role will range between 40 – 50Years.
Basic Qualification	Bachelor's degree in accounting, finance, Bachelor of Business Administration with minimum 60% or above
Advanced Qualification	Post-Graduation, Diploma in Banking, JAIIB/CAIIB, Certified Internal Auditor would be an additional desired qualification
Knowledge	<ul style="list-style-type: none"> • In-depth regulatory knowledge of the banking sector especially in co-operative banking. • Expertise in risk management, governance, and internal controls. • Audit Methodologies. • The Candidate should possess thorough knowledge of Reserve Bank of India Directives & Internal policies. He / She should be well versed with the Co-op Society's Act.
Skills	<ul style="list-style-type: none"> • Leadership & team Management • Assertive Communication Skills • Stakeholder Management Skills • Analytical Skills • Problem Solving Skills
Job Responsibilities	<ul style="list-style-type: none"> • Will ensure that the internal audit function provides an independent assessment of the adequacy of the internal systems and controls. • Develop and implement a comprehensive risk-based internal audit plan covering branches, departments, and business functions. • Present the annual audit plan to the Audit Committee of the Board (ACB) for approval and ensure timely execution. • Oversee all audits: branch audits, departmental audits, revenue audits, concurrent audits, and all special audits. • Conduct Surprise Audits as and when required. • Submit objective, accurate, and actionable audit reports to the ACB and senior management.

	<ul style="list-style-type: none"> • Monitor and ensure timely compliance with audit observations and rectification of deficiencies. • Maintain an effective issue-tracking and closure mechanism. • Ensure compliance with RBI guidelines on Risk-Based Internal Audit (RBIA) and other regulatory circulars. • Support regulatory inspections by providing required documents and responses. • Identify process weaknesses, fraud risks, and non-compliance areas and recommend preventive/corrective measures. • Participate in the strengthening of internal controls, policies, and standard operating procedures (SOPs). • Advise management on risk trends and emerging threats. • Establish audit quality standards and review audit methodologies for effectiveness. • Lead and manage the internal audit team including concurrent and outsourced auditors. • Conduct internal training and knowledge-sharing sessions.
Compensation to be offered	Will commensurate with Industry norms
Email	Profiles of Interested Candidates should be shared at: hrteam@zcbl.in ; bankjobs@zcbl.in by 15 th September, 2025.
Website	www.zoroastrianbank.com