

CAREER OPPORTUNITIES IN BANKING

The Bank of Punjab is one of the fastest growing Banks in Pakistan with its profound existence of over 35 years. It operates through a network of **900+** real-time online branches and **ATMs** across the country. The Bank has established a strong foundation while offering premium banking services with major focus on unsurpassed value added services for its customers through advanced solutions.

In line with the Bank's progression strategy, we invite applications from experienced, dedicated and performance-driven professionals for the following position in our **Internal Audit Functions**. The following job profile offers excellent opportunity for the right candidates desirous of building a long term career in a dynamic organization:

Position	Job Summary / Major Responsibilities	Eligibility Criteria
<p>Associate Manager-Audit Policy, AMS & ICFR (Internal Audit Functions)</p> <p>Grade: OG-I/AVP Location: Lahore</p>	<ul style="list-style-type: none"> i) Provide support and assistance to Unit head for preparation and updation of internal audit documentation e.g. policy, strategy and procedures etc. ii) Maintain inventory of circulars, policies which may affect internal audit policies, procedures, controls, audit strategy for periodic amendments / updation and improvement and report to Unit head. iii) Support Unit head in preparation of Board committee agenda & follow-up for actionable tasks iv) Data collection for periodic agenda for presentation to the BAC and maintenance of records as to agenda files and Minutes of the meetings of BAC and submission of compliance to the Corporate Secretary on need basis. v) Assist the Unit head in finalizing amendments in branch audit checklists and rating models in line with changes in policies, procedures, controls, promulgations, structures etc. for necessary updation. vi) Maintain an inventory of circulars for branch audit checklist updation. vii) Ensuring smooth implementation of audit management system and continuous handling/maintenance/updation of it effectively. viii) Maintenance of user management of AMS. ix) Manage execution of audit office engagements within budgeted time lines including annual assessment of ICFR. x) Document the work performed appropriately and get it reviewed according to the engagement plan. 	<p>Qualification: CA/CIA/ACCA/ACMA/CA-Finalist/CA-Inter/MBA/M.Com./MSc in Accounting or Finance/Bachelors etc. from any HEC Recognized University/Institute or equivalent other qualifications if any. Preference will be given to candidates having professional qualification i.e. CA/ACCA/CIA/ACMA/CA-Finalist/CA-Inter etc.</p> <p>Age: Up to 55 Years as of Sep. 25, 2025.</p> <p>Experience: Minimum 04 years of relevant Banking/Non-Banking experience within auditing or other related roles. Preference shall be given to candidates having professional experience with CA firms and/or expertise in audit policy development/refinement.</p>

Important Note:

- a) Only shortlisted candidates shall be called for interview. No TA/DA will be admissible.
- b) The Bank of Punjab reserves the right to accept or reject any application(s) without assigning any reason(s) thereof.
- c) The Bank is an equal opportunity employer. Females, minorities and PWDs and Transgender are encouraged to apply.
- d) The above position(s) carry market based competitive remuneration.
- e) Individuals fulfilling the above mentioned criteria are encouraged to apply online through BOP career portal <http://www.bop.com.pk/available-jobs> latest by **Sep. 25, 2025**.

BOP Phone Banking: 111-267-200

www.bop.com.pk

