

## CPA.Francis Kadoda Millinga, CIA, CISA

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### ▼ Profile

A highly Experienced, motivated, and self-initiative Audit manager with working experience of 7+ years in internal audit in banking industry, with a vast experience in execution and supervision of branch audits, head office audits, quality assurance reviews and data analytics assignments as per International Professional Practices Framework (IPPF)

A certified internal Auditor (CIA), Certified public accountant (CPA) and Accredited Internal Audit Quality Assessor, demonstrated ability to lead teams through vision and values, maintaining effective working relations with others and makes sound decisions by considering issues, priorities, opportunities, and probable consequences.

I am confident of delivering prescribed job description of Senior Manager - Operations Audits with the help of expertise/competencies gained while working as Internal Audit Manager quality assurance at NMB Bank helped me to gain deeper understanding of Internal Audit standards (IPPF 2017), internal audit regulations and BOT requirements on internal audit.

### ▼ Education

Institute/School	Award	Year
Institute of Internal Auditor (IIA)	Certified Internal Auditor (CIA)	2017
National Board of Accountancy and Auditors (NBAA)	Certified Professional Accountant (CPA)	2010
St Augustine University of Tanzania (SAUT)	Bachelor of Business Administration (BBA)	2009

### ▼ Experience

#### Audit Manager Quality Assurance & MIS- NMB Bank PLC (2018–To date)

#### Reporting to Chief Internal Auditor (Functionally) and Head of Internal Audit (Administratively)

##### Responsibilities

- Assessing whether electronic audit files have been completed as per the IIA standards and bank's procedures.
- Review and check the conformance of IIA standards to all internal Audit reports (120) before issued to client.
- Evaluating compliance with IIA standards for audits executed and issuing reports highlighting areas that need improvement.
- Conducting follow up review to determine the extent to which issues that needs improvement in the audit process has been addressed and agreed actions have been closed within the due dates.
- Developing management information systems (MIS) regarding audit trends, and Board reports for Chief Internal Audit.
- Reviewing Regulator regulations that affect internal audit process in the bank and ensure compliance of the same in the audit process.
- Perform conformance reviews for implemented and closed key issues from branches and Head office audits.
- In consultation with Head of internal audit provide leadership to auditors by mentoring and coaching, providing constructive feedback including formal performance management to ensure personal and professional growth of auditors under his/her supervision and mentorship.
- Perform on going monitoring and Periodic self-assessments as per requirement of Implementation Guide 1311 – Internal Assessments.

##### Achievements:

- As Internal Audit department successfully rated "General conformance to IPPF" after external quality assessment done by KPMG 2017.
- Successfully reviewed NMB-Internal Audit Manual and Internal Audit Charter to align it with IPPF 2017 standards.

- Successfully automated Teammate exception reports such as Projects status reports, Auditors not completed Timesheets, outstanding coaching notes, incomplete projects properties, and Aging of projects not tracked in Team central through ACL exchange server.
- Implementation of Teammate Module Team TEC for tracking of project hours and auditor's activities and Team schedule for scheduling of audit assignments
- 3 years successfully supervised Centralized Branch audit plan (100) Branches to ensure adherence to quality assurance and compliance to Internal Audit Standards.

#### **Internal auditor I- Data Analytics NMB Bank PLC (2016-2017)**

##### **Reporting to Audit Manager ICT& Data analytics**

###### **Key responsibility.**

- As a team leader coordinate Data analytics assignment by ensuring key risks of the process being audited are identified and communicated to other team member of the assignment.
- Confirming with processes owners the accuracy of processes flow documented.
- Communicate and liaise with the process owners in all matters regarding the assignment throughout the audit.
- Drafting management letter points highlighting key control weaknesses noted during the data analytics assignment and recommendations to improve them, and ensuring sufficient audit evidence have been documented to support audit opinion
- Identifies causes or contributing factors relating to risks; makes recommendations to improve shortcomings
- Review of risk management, internal controls and governance processes in the department audited, and prepare Risk and control matrix (RCM).
- Providing coaching to team members, review previous audit reports to identify areas of focus during the data analytics audit assignments.

###### **Achievements.**

- Successfully conducted and issued data analytics impactful reports for Head office and Branch audits assignments.
- Successfully supported business to solve problems through data analytics i.e., Identification of government employees removed from government payroll due to fake certificate, helped card reconciliation team to reconcile unmatched ATM transaction, help forensic team to identify fraud scenarios.
- Successfully conducted training of 4 groups of NMB management trainees on data analytics and internal audit processes attached to Internal Audit Function.
- Team leader in the process of planning, execution, and reporting of audit results as well as follow ups to ensure issues noted are closed as per agreed actions and updates are made in teammate software.
- Leading the ongoing process of ensuring more visualization of audit reports.
- Analyzed reports from branch audits as updated in teammate so as to identify key risk areas for data analysis.
- Participated in the processing of coaching new auditors on how to use ACL and teammate software.
- Successfully conducted and issued of Quarterly data analytics assignment for year 2016-2017.

#### **Internal auditor II - NMB Bank Plc (2015- March 2016)**

##### **Reporting to Audit Manager Branch operations**

###### **Responsibilities:**

- As a team leader coordinate the audit assignment by ensuring key risks of the process being audited are identified and communicated to other team members.
- Ensuring sufficient audit evidence have been documented to support audit opinion
- Drafting quality audit reports to be presented to management.
- Identifies causes or contributing factors relating to risks; makes recommendations to improve shortcomings.

###### **Achievements.**

- Performed co-audits of 13 branches with PWC, and successfully issued reports as per IIA standards.
- Conducted trainings on NMB Internal audit methodology to internal audit Team
- Successfully implemented Team schedule module in Teammate software in collaboration with Senior Manager Branch operation.
- Leading Team of Auditors to perform Fraud risk assessment.

#### **Internal auditor III - NMB Bank PLC (2013-2015)**

##### **Reporting to Audit Manager Branch operations**

## Responsibilities

- Audit documentation is properly done (files and maintains working papers)
- Provides support on all matters to audit team leader
- Prepares working papers for area reviewed.
- Observes actual practices and evaluates functional operating techniques
- Under general guidance of the team leader surveys the functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control.
- Ensures completion of assigned audit activities within the time budget allotted
- Ensure completion of the Teammate file and all work papers have been properly documented and signed off.

## Bank officer - NMB Bank Plc (2011-2012)

### Reporting to Branch Manager

#### Responsibilities:

- Cash custodian: Duties performed include daily reconciliation of Notes and coins, General Ledger and suspense accounts, Safe custodian of cash in strong room and handling of Treasury book.
- ATM Custodian: Duties performed include replenishment of cash in ATM, reconciliation of ATMs, Reversal of suspect Transactions.
- Customer Service officer: Duties performed include opening of Bank accounts in accordance with KYC and AML procedures, marketing of Banks products, issuing of ATM cards and Pin mailers, Receiving and Handling of customer complains.
- Back-office officer: Duties performed include reconciliation of Books of accounts including suspense accounts, transfer of funds Internal Transfers, EFT, and TISS, Issuing and liquidation of Bankers cheques, receiving and payment of invoices from suppliers, closing of accounts, Processing of Government Employees Salary, Supervision of overdrawn accounts, Printing of daily Branch reports.
- Bank Teller; Receipt and payment of money from customers, receipt and payment of cheques and cross selling of banks products.

## ▼ IT and Software skills

### Software

- Microsoft Word, Microsoft Excel, Microsoft Access
- Flexcube Banking System
- ACL Analytics
- ACL Data exchange server
- Teammate CCH

### Level of competency

User  
User  
User  
Administrator  
Administrator

## ▼ Hobbies/interests

- Playing Basketball
- Listening Music

## ▼ Reference

Benedicta Mlingi	Augustino Mbogella	Benedicto Baragomwa
Senior Manager Branch Operations	Chief Executive Officer	Ag, Chief Financial Officer
NMB Bank plc	GRC consultant	NMB Bank Plc
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