

**Union Bank of Cameroon Plc**

The People's Bank of Trust

**WE ARE  
HIRING** | 

**INTERNAL / EXTERNAL**

# **RESIDENT INTERNAL CONTROLLER**

Reporting Line	Manager Permanent Control
Number Of Position	2
Job Grade	To be determined based on background & experience
Type Of Contract	Permanent
Location	Various



**Main role(s):** He/she will be responsible for the implementation of Internal Control assignment, reviewing all branch activities / operations.

## Required profile



We are looking for professionals with experience in managing the day-to-day operations and commercial development of the bank's branches to ensure excellence in terms of service quality and productivity..

## Key Responsibilities And Duties Include

1. Participate in the preparation and regular updating of the bank's annual internal strategic report, participate in the preparation and implementation of the work plan in collaboration with Manager Operational Control/Head of Permanent Control.
2. Ensure compliance with internal procedures, the National laws and all regulatory bodies governing the activities of banks in the country.
3. Daily monitoring of cash.
4. Daily control of the branch's general ledger and ensuring that account balances are correct.
5. Ensure that all periodic reports are promptly forwarded to the Manager of operational control (daily, weekly, monthly, half-yearly or annual activity reports, etc.);
6. Monitor transactions carried out by operators and the system, scrupulously and meticulously. Identify transactional errors and irregularities. Facilitate timely correction and/or feedback for further action.
7. Ensure incidents identified are captured in the incident tracker regularly
8. Overseeing the branch's capital expenditure (CAPEX) to ensure that it complies with the approved procedures.
9. Ensuring anti-fraud framework, set up by the Head of Information System Security is effectively implemented.
10. Ensure all source documents are accurately archive in the branch.
11. Report any breaches of procedures and any reconciliation problems with a potential impact on the bank's financial statements;
12. Carry out periodic controls, inventories and other related duties assigned, in any UBC branch in Cameroon.

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# Application process

All documents (CV and application letter) must be sent to **recruitment@unionbankcameroon.com** stating “**RIC**” as subject, no later than 5 p.m. on June 30, 2025. Interested UBC candidates should submit their applications via the same platform.

**Women are strongly encouraged to apply**



As a transparent, accountability, merit, and service excellence organization, Union Bank of Cameroon plc is an enterprise that vies for Equal Employment Opportunity unceasingly strive to recruit young and ambitious talents while also promoting talents from within.



## Job Profile

### 1. 1. Required Academic Qualifications

- ✓ Higher Education Certificate in Accounting (Bachelor Degree + 3);

### 3. Professional skills

- ✓ Understanding of banking activities and operations ;
- ✓ Good ability to identify and assess risk ;
- ✓ Strong accounting and operational control skills ;
- ✓ Awareness of fraud and operational risks;
- ✓ Ability to understand and implement regulatory requirements ;
- ✓ Knowledge of banking software. Knowledge of “Amplitude Up” would be an ADVANTAGE.

### 2. Work Experience

- ✓ Minimum 5 years' banking experience, including 02 years in an operation position or similar position in a bank or financial institution ;

### 4. General skills

- ✓ Ability to work under pressure and undertake appropriate initiatives ;
- ✓ Good analytical and investigative skills ;
- ✓ Proven management and teamwork skills.

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