

Analyst - Audit – Job Description
Number of Vacancies – 2

Key Responsibilities

Roles & Responsibility for internal audit profile:

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation
- Verifies assets and liabilities by comparing items to documentation
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Inspect, test and assess software and hardware systems for its failure.
- Check all accounting and clients' databases are updated and functioning properly.
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Completes audit work papers by documenting audit tests and findings
- Review internal control systems
- Review, assess and recommend changes in accounting systems and controls of a business unit.
- Communicates audit findings by preparing a final report, discussing findings with audit
- Ensure compliance of regulatory guidelines and generally accepted auditing standards.
- Develop & enhance good relationships with audit and demonstrate ethical behavior
- Manage multiple audit assignments simultaneously

Requirement

- Semi CA with 1+ year experience in CA firms, handling internal audit of multinational clients.
- Able to do multitasking
- Good analytical skills
- Good time management skills and the ability to priorities and maintain turnaround time
- The ability to work as part of a team and to build strong working relationships while interacting with clients (good communication skills)

Location: Panchsheel Park, New Delhi
Type of Employment: Full Time
Preference will be given to male candidates.