

## AM (Audit) – Job Description

### Key Responsibilities

- Conducting audits, understanding of accounting standards, preparation of financial statements, schedule working variance analysis
- Understanding of Internal financial control and preparation of SOP
- Efficiently and effectively plan and execute assigned tasks
- Ensures compliance with established statutory 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

- CA with 1-2 years experience in statutory audit and internal audit with good consulting / CA firms. Knowledge / some experience of accounting assignments would be a value add.
- Understanding of IFC
- Exposure of working with MNC Clients
- Strong written & verbal communication skills
- Ability to work well in teams
- Have good hand in MS - office and tally

Location: Panchsheel Park, New Delhi + Client's Location (as per the assignment)

Type of Employment: Full Time

Preference will be given to male candidates.