

**Analyst (Audit) – Job Description**  
**Number of Vacancies – 2**

**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 Drop outs (SQ) with 1-3 years experience in internal audit & statutory audit with good consulting / CA firms**
- Understanding of IFC
- Exposure of working with MNC Clients
- Strong written & verbal communication skills
- Ability to work well in teams
- Should be tech savvy (MS-Office, Outlook, Tally, etc)

Location: Panchsheel Park, New Delhi + Client's Location (as per the assignment)  
Type of Employment: Full Time