

CA Articles (3-4) – Job Description

Key Responsibilities

- For Internal Audit, Statutory Audit with exposure to other domains as well
- Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- Review, assess and recommend changes in accounting systems and controls of a business unit.
- 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.
- Review and recommend changes in internal audit controls.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Ensure compliance of regulatory guidelines and generally accepted auditing standards.

Requirement

- CA IPCC both groups cleared
- Examination leaves will be given as per company's policy.
- Open to travel to client's locations.
- Good verbal & written communication skills
- Should take onus of the work and complete the expected deliverables well within the time frame

Location : Panchsheel Park, New Delhi

Type of Employment : Full Time