Job Description

Sharp & Tannan Associates

Job title	Audit Senior
Location	Mumbai
Job Type	Permanent
Requirement	2
CTC	6 to 7 LPA
About S&TA:	➢ Sharp & Tannan Group is one of the oldest firms in India, founded in 1934 by Mr. CR Sharp and Mr. BR Tannan. The firm has expanded to 10 offices and consults for some of the biggest names in Indian business. Sharp & Tannan is a full-service firm offering Assurance, Consulting, GRC, and Taxation services. The principles of integrity, reliability, and trustworthiness that our founders adopted have helped us stay independent all these years. ➢ For more details visit www.sharpandtannan.com or follow us on LinkedIn at https://www.linkedin.com/company/sharpandtannan/mycompany/ ➢ To learn about our various services, please visit the following links: ➢ **GRC:** https://www.sharpandtannan.com/services/governance-risk-compliance/ ➢ Consulting: https://www.sharpandtannan.com/services/consulting/ ➢ **Assurance:** https://www.sharpandtannan.com/services/assurance/ ➢ **Tax:** https://www.sharpandtannan.com/services/tax/
About the role:	➢ Sharp and Tannan is looking for a suitable candidate having experience in Internal Audit. The job profile involves conducting Risk Based Internal Audit for various client spread across different industries. Major work involves conducting reviews of systems, processes, and testing of internal controls, and IFC, and provide recommendations to clients for improvement. The same to be communicated through preparation of internal audit reports identifying gaps and incorporating the recommendations suggested.
Responsibilities:	➢ Execute fieldwork/testing and reporting of audit issues under the guidance of the Auditor In-charge. ➢ Understand the various processes, perform risk assessments of such functions & processes like Purchase, Sales, Human Resource, Finance and so on. ➢ Interact with process owners and highlight the risks identified in the various processes. ➢ Prepare reports of the various audit observations and issues. Finalize and maintain the necessary documents and working papers. ➢ Should be able to manage and guide the team, if necessary, for execution of various assignments. ➢ Constantly update on knowledge of general business and economic development; gain an understanding of the Company's industry and business risks. ➢ Perform physical verification of inventory on periodical basis • Ability to work both independently and as part of a team with professionals at all levels. ➢ Work assigned by Team Leaders / Managers / Partners. ➢ Preparation of Standard Operating Procedure. ➢ Preparation of IFC documents and testing thereof. ➢ Lead planning activities related to Internal Audit, Risk & Controls and Compliance client engagement. ➢ Support audit manager and lead discussions with HOD, CFO, CIA, CEO etc. and effectively close the audit report.

	➢ Ability to take training and guide internal team as and when required.
Candidate requirements:	➢ Experience of Internal audit ➢ Good Analytical Skills ➢ Confident and good verbal communication skills ➢ Ability to organize, prioritize and meet deadlines. ➢ Must require basic knowledge like MS Office tools like PPT, Word, Excel, etc. ➢ Knowledge of Oracle / SAP would be added advantage. ➢ This job required visiting client places / Offices / Plants across cities.
Educational Requirements:	➢ Qualified CMA
Working at S&TA offers:	➢ Continuous Learning: Develop the mindset and skills to navigate the future. ➢ Success on Your Terms: We provide tools and flexibility for a meaningful impact. ➢ Transformative Leadership: Gain insights, coaching, and confidence to lead. ➢ Diverse and Inclusive Culture: Be embraced for who you are, empower your voice, help others find theirs.