JOB DESCRIPTION – INTERNAL AUDIT

Positions: Senior Assistant

1. Job Details

Particulars	**Details**
Department :	Internal Audit
Name of the Positions	Senior Assistant
Number of Vacancies	Senior Assistant – 2 Nos.
Total Vacancies	2
Job Location	Mumbai
Qualification	CMA Qualified – ICMAI

2. Role Overview

We are looking for motivated and detail-oriented candidates to join our **Internal Audit team** as Senior Assistants and Executive Assistants.

The role involves understanding clients' businesses and processes, assessing risks, evaluating internal controls, identifying control gaps and financial risks, and recommending practical measures to improve operational efficiency and strengthen the internal control environment.

The selected candidates will participate in internal audit assignments across different business functions, interact with client process owners, prepare audit working papers, discuss audit observations, and contribute to the preparation of high-quality audit reports.

Candidates should possess good analytical and communication skills, a willingness to learn, and the ability to work effectively in a team while meeting assignment timelines.

3. Key Responsibilities

- Understand the client's business, processes, and key risks and prepare **audit scope, audit programs, and customized checklists**.
- Plan and execute **Internal Audit assignments** in accordance with the agreed scope and timelines.

- Act as the **Single Point of Contact (SPOC)** for clients for routine audit-related matters.
- Coordinate with client process owners and key personnel to obtain required information, documents, and explanations.
- Evaluate **internal controls, processes, and compliance requirements** and identify control weaknesses and gaps.
- Identify the **root cause, risk, and financial impact** of audit observations and recommend practical and implementable corrective actions.
- Prepare, discuss, and finalize **audit observations and reports** with the concerned process owners and operating staff.
- Monitor the progress of audit assignments and proactively address delays, resource constraints, and other execution issues.
- Prepare manpower plans and ensure **effective utilization of the audit team**.
- Supervise, review, and guide team members to ensure quality and timely completion of audit work.
- Review audit working papers and ensure adequate documentation and supporting evidence.
- Track audit observations and ensure **timely closure of open audit issues**.
- Prepare and finalize **audit conclusions, reports, and management summaries**.
- Develop a professional and healthy relationship with clients while maintaining independence and audit quality.
- Suggest process improvements and strengthen the overall **internal control environment**.
- Take proactive corrective actions to avoid **time overruns and cost overruns** in audit engagements.

4. Key Skills Required

- Good understanding of internal audit, risk assessment, internal controls, and process auditing.
- Basic to good knowledge of accounting principles, financial statements, and business processes.

- Strong analytical, logical-thinking, and problem-solving abilities.
- Good written and verbal communication skills.
- Ability to prepare clear audit observations, working papers, and reports.
- Proficiency in MS Excel and other MS Office applications.
- Ability to analysis data, verify documents, identify discrepancies, and draw meaningful conclusions.
- Good coordination and interpersonal skills, with the confidence to interact with clients and process owners.
- Ability to manage multiple assignments, work within deadlines, and handle competing priorities.
- Teamwork, ownership, and a willingness to learn new business processes and audit techniques.
- Willingness to travel to client locations as required including outstation

5. Educational Qualification and Eligibility

CMA Qualified – Freshers

- CMA qualified Freshers with a sound understanding of accounting, auditing, internal controls, and business processes are encouraged to apply.
- Candidates should demonstrate analytical ability, communication skills, attention to detail, and a willingness to work at client locations.

Compensation: ₹6,00,000 per annum CTC plus ₹50,000 variable pay per annum.