STATUTORY AUDIT – JOB DESCRIPTION

Job Details

Department Assurance - Statutory Audit

Position Senior Assistant

Number of Vacancies 1

Job Location Mumbai

Role Overview

We are looking for candidates to join our Audit & Assurance team. The role involves planning and executing statutory and tax audits of corporate clients, reviewing financial statements, ensuring compliance with applicable accounting and auditing standards, and coordinating with clients and team members to deliver high-quality audit assignments.

Key Responsibilities

- Plan and execute statutory audits and tax audits of corporate clients, including public and private limited companies.
- Understand client business processes, assess audit risks, and prepare audit plans and procedures.
- Ensure compliance with applicable Accounting Standards, Standards on Auditing, the Companies Act, the Income Tax Act, and other relevant laws and regulations.
- Examine financial statements, books of account, supporting documents, and financial records to verify their accuracy and compliance.
- Evaluate internal financial controls and identify significant audit risks, control weaknesses, and potential misstatements.
- Review financial statements and ensure compliance with applicable disclosure requirements.
- Prepare and finalize financial statements, audit working papers, and auditor’s reports.

- Conduct discussions with clients and senior team members on significant audit observations and accounting matters.
- Review the work performed by junior team members and ensure the accuracy and quality of audit documentation.
- Guide, train, and mentor junior team members and monitor their work progress.
- Ensure timely completion of audit assignments while maintaining professional standards and audit quality.
- Work on special assignments such as limited reviews, due diligence, IFRS-related engagements, and corporate governance reviews, as required.

- Maintain updated knowledge of changes in accounting standards, auditing standards, taxation laws, company law, and other applicable regulatory requirements.
- Participate in team meetings, technical discussions, and knowledge-sharing sessions.

Technical Knowledge & Skills

- Good knowledge of Accounting Standards and Standards on Auditing.
- Understanding of the Companies Act, Income Tax Act, and other applicable commercial laws.
- Knowledge of statutory and tax audits of corporate clients, including public and private limited companies.
- Knowledge of IFRS will be an added advantage.
- Good working knowledge of MS Office, particularly MS Excel.
- Strong analytical, documentation, communication, and report-writing skills.
- Ability to work in a team, manage deadlines, and coordinate with clients.

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.