


JOB DESCRIPTION

Position/Designation : Associate Manager/ Dy Manager- Audit	
Department/function : Accounts, Taxation & Company Secretariat	Sub function : Internal Audit
Location : Corporate Office	Reports To : Dy Vice President - Audit
Peer To: : Dy Manager/ Manager- Audit	Direct Reports : No

Job Purpose (how the job contributes to the overall organizational objectives):

To review and recommend to the management that the controls are in place and suggest them to implement more control on the basis of risk assessment.

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	Approved by: RF

Accountabilities and Activities

A) Functional

1. Audit plan

- Provide necessary inputs for drafting of annual audit plan.
- Ensuring that an assessment of risks is incorporated into, or forms the basis of all audit work planned and performed.

2. Planning and execution of reviews

- Ensure that reviews (including follow-up reviews) are performed as per approved plan and audit programme
- Lead audit reviews and for larger reviews participate as a team member.
- Prepare audit program and a process understanding document for all reviews and get reviewed by Head of Audit. Ensure that audit programs are comprehensive, i.e. coverage of all activities of the auditee.
- Prepare audit check-lists for effective and timely completion of Audit.
- Participate in pre-audit discussion (kick-off) with HOD of concerned departments to finalise audit schedule, and action plan.
- Prepare draft reports and provide the same for review. Ensure that draft report is prepared after discussing observations with the operational personnel and after ensuring factual accuracy.
- To ensure that there are minimum changes in the draft report on review by reporting manager.
- Ensure that appropriate audit documentation is maintained to support coverage of areas, conclusions drawn and issues reported.
- Ensure that audit effort is aimed at reviewing existence and appropriateness of systems / procedures for various processes, as also to identify and suggest opportunities for cost savings and cost control measures.

3. Close and report on reviews

- Ensure that reports are prepared and closed as per timelines agreed.
- Hold closing meetings with HOD of audited process / function and ensure that all issues are appropriately closed with the process owners / HODs and responsibility, action plans and due dates are agreed.


4. Presentation of findings to senior management

- Provide necessary inputs for preparing presentation for Directors, highlighting key findings of reviews performed.

B) Team related

1. Performance review, awards/ rewards, training and advancement

- Regularly review performance of sub-ordinates and provide structured feedback vis-à-vis roles, responsibilities and KRAs to the team member and seniors.
- Propose and support seniors in holding internal training for team members in areas where expertise is available in-house.
- Propose training for team members from HR department through internal or external faculty.
- Ensure regular updating of requirements of various Acts & Laws as required under various audit assignments.

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C) Administrative

1. Infrastructure requirements and support services needed

- Make proposal for infrastructure / support to Head of Audit, viz. sitting space, communication, IT hardware/ software, stationery etc. and make proposal for infrastructure requirements to GM.
 - Co-ordinate with administration department for obtaining approved requirements
2. Ensure that day-today work is allocated to team members in such a manner as to enable optimum use of resources.
3. Monitor the activities of team and participate in periodical meetings to review work progress.

D) Leadership

1. Ensure team is motivated and appropriately directed

- Provide necessary guidance to team members in performance of their function.
- Keep the team motivated and support initiatives by team -members for team meetings and gatherings

E) Self development

1. Ensure regular updating of knowledge and skills through attending professional courses, seminars conferences, reading books and periodicals etc.

Job Requirements

Educational Qualification : CA/ CA Intern

Work Experience : 2 to 5 years