

Saija Finance Private Ltd (NBFC)

Head - Internal Audit

1. GENERAL POSITION INFORMATION

Title:	Head- Internal Audit
Department or Unit:	Internal Audit
Location:	Patna
Reporting to:	Board of Directors
Position(s) directly subordinate:	Manager/Asstt Manager/ Executives – Internal Audit
Compensation	Negotiable

2. MAIN OBJECTIVE

- To continuously evaluate the functioning of the institution's internal controls, assuring their effectiveness through compliance with goals and objectives, verifying that operations are conducted in accordance with the standards, policies and procedures established by the institution, that financial reports are being prepared with reliable and timely information that complies with applicable laws and regulations, while also evaluating risk management.

3. KEY RESPONSIBILITIES

- Review annual operating plan to identify area to be audited and/or type of audit to be conducted.
- Making of annual audit plan and formulation of strategies including budgets for approval
- Formation or finalization of audit team
- In coordination with HR hire appropriate audit staff
- Form audit team (area specific), to make them responsible for audit
- Procedures to obtain knowledge and understanding of area to be audited, to design the audit strategy and determine administration of work. Prepare annual audit plan for the Branches, review and approve implementation of audit plan
- Provide regular training to the audit teams
- Meeting with team to discuss and define the audit strategy and provide specific instruction
- Review the audit policy periodically in aligns with company growth plan
- Monitoring of ongoing internal audit of the branch as per strategy
- Review of audit finding, presentation, detail report preparation, presentation to Board of Directors
- Serve as official spoke person for the Internal audit on all audit matters

PROFILE REQUIRED

1. EDUCATION

- Post Graduate with experience in Internal Audit, Risk Management or Financial Controls

2. PREVIOUS EXPERIENCE

- Minimum 5 years of relevant experience in similar positions

3. SKILLS AND PRINCIPAL CHARACTERISTICS

Skills:

- Leadership skills, ability to motivate staff to achieve own and branch goals
- Ability to recognize and leverage staff talent and individual aptitudes
- Analytical and decision making skills
- Ability to interpret technical, administrative documents and financial data
- Skillful communication of ideas and knowledge
- Optimal and efficient use of material, human and equipment resources
- Computer skills: MS Office
- Basic accounting and financial knowledge
- Basic knowledge of legal aspects governing financial services industry

Personality and Attitudes: Objective, observant, analytical, responsible, honest and Organized