

SAIJA FINANCE PVT LTD (NBFC)

1. GENERAL POSTION INFORMATION

Title	Assistant Manager Internal Audit(Finance & Accounts)
Department	Audit Department
Location	Delhi
Reports to	Manager Internal Audit
Qualification	B.Com/M.Com/MBA
Experience	2-3 years experience in any financial institution/ or under chartered firm
CTC	3.5 to 4 lac CTC

2. MAIN OBJECTIVE

- As a member of the Audit Department, s/he will assist the department in day-to-day auditing of financial accounting, reporting, MIS, and help in improving of the financial accounting processes, internal controls, reconciliations and the financial reporting systems.

3. KEY RESPONSIBILITIES

- Conduct audits as per schedule of audit plan
- Conduct detailed audit of the Finance & Accounts and Resource departments, observe the gaps and problems
- Check the entire process in departments and comment on the same.
- Detail report preparation and presentation to Manager Internal audit /Head-Internal Audit
- Identify deviations in systems adherence (non compliance) and report to the reporting officer. Ensure to collect all the possible information before reporting the events
- In case of observing deviation in compliance of symptoms, plan for necessary follow-up and update the reporting officer for care and guidance in handling the cases efficiently.

3. Skills

- Excellent MS Office skills.
- Knowledge of the financial services industry environment, exposure or knowledge of the microfinance sector will be considered an advantage.
- Good communication and interpersonal skills
- Desirable personality traits are the attention to detail, systematic and process oriented, pleasing personality and hygiene
- Basic accounting and financial knowledge

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