

## **Manager / Sr. Manager - Audit**

### **Job Description:**

- To undertake audit of various task assigned as per the audit calendar within the target time
- Timely, accurate, concise and effective documentation of audit reports on exceptions observed during the course of audit.
- Ensure qualitative and effective performance in all areas of audits undertaken
- Critically review the existing process and procedures during the audit of respective areas and suggest areas of improvement which would enhance controls and simplify process flow.
- Identify any operational risk areas and escalate to the team leader
- Review and follow up of rectification responses from the auditee for early rectification of audit comments and timely closure of audit files.
- Timely updation of the audit database.
- To effectively track and identify revenue leakage and suggest measures/process to plug the same
- Follow up with concerned department for submission of Audit response and review of the same.
- Updating self on various Regulatory compliance and circulars issued by RBI.
- Updating self on various internal procedures, processes and new products introduced.
- Reporting irregularities or malpractices to the next higher up and providing every assistance in the process of disciplinary action.

### **Desired Candidate Profile:**

**Education:** Any Graduate / Post Graduate from any recognized University in Maharashtra Candidates with CA qualification or specialization in Finance/Audit/Taxation or equivalent would be preferred.

Experience of at least 10 years in Audit or related field of banking industry

Age: 40 to 45 yrs.

Salary will not be a constraint for suitable candidate.