

## Field Auditor

(Designation: Assistant Manager/ CSE)

Role: The Auditor shall provide Independent, objective assurance and consulting services to add value and improve organization's operations.

Conduct regular audit of the branches as assigned by the Regional Auditor, Submit the audit reports on timely basis.

Reporting to: Regional Auditor

Location: Branch offices

### Key Responsibilities:

- Conduct Audit (Foundation/ Regular/ Special Audit) as assigned by the Regional Auditor/Audit HO according to the Approved Audit plan.
- Ensure that the report is correct and represent accurate status of the branch vis-à-vis audit recommendations.
- Follows the prescribed audit process by the department and does not compromise on it. In case of doubt, seek guidance from the immediate supervisor.
- Report to the managers immediately in case of fraud detection or any severe non-compliance issue.
- Support the manager in compilation of required reports on time to time basis.
- Analyze the reports downloaded from the system to identify any non-compliance and also support managers in analysis.
- Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- Provide suggestions to improve the audit process.
- Also complete all the tasks and responsibilities as assigned by IAD from time to time.

Educational Qualification and Experience	<ul style="list-style-type: none"><li>• Any Graduate administration or extensive experience in microfinance operations</li><li>• Understanding of laws and statutory regulations pertaining to financial management, operations, audit, and compliance</li><li>• 1-3 years working experiences handling risks, internal audit, compliance, operations at reputed financial institutions.</li><li>• Ability to work under stress and with tight deadlines</li></ul>
Skill and Competencies	<ul style="list-style-type: none"><li>• Excellent time management and planning skill</li><li>• Ability to provide proper management insight and reporting;</li><li>• Effective Communication Skill</li><li>• Analytical Skill</li></ul>
Code of ethical conduct	<ul style="list-style-type: none"><li>• Integrity</li><li>• Objectivity</li><li>• Confidentiality</li><li>• Competency</li></ul>