

## **Job Description of Lead Auditor – Internal Audit Department**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Internal Audit Department                                                                                                                                                                                                                                                                                                                     |
| Job Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"><li>• The Auditor shall provide Independent, objective assurance and consulting services to add value and improve organization's operations.</li><li>• Conduct regular audit of the branches as assigned by the Asst. Manager/ Manager/ Senior Manager. Submit the audit reports on timely basis.</li></ul> |
| Job Designation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Customer Service Executive/Assistant Manager                                                                                                                                                                                                                                                                                                  |
| Job Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Lead Auditor                                                                                                                                                                                                                                                                                                                                  |
| Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TamilNadu/Pondicherry (as per the requirement of Organization)                                                                                                                                                                                                                                                                                |
| No. of Opening                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2                                                                                                                                                                                                                                                                                                                                             |
| <b># Duties/Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Conduct Audit (Foundation/ Regular/ Special Audit) as assigned by Internal Audit Department according to the Approved Audit plan.</li><li>• Ensure that the report is correct and represent accurate status of the branch vis-à-vis audit recommendations.</li><li>• Follows the prescribed audit process by the department and does not compromise on it. In case of doubt, seek guidance from the immediate supervisor.</li><li>• Report to the manager immediately in case of fraud detection or any severe non-compliance issue.</li><li>• Support the manager in compilation of required reports on time to time basis.</li><li>• Support the Asst. Manager/ Manager/ Senior Manager in follow-up with the compliance with the branches. Makes regular call to ascertain the status of the compliance. Consolidate and prepare compliance report to the managers.</li><li>• Analyze the reports downloaded from the system to identify any non-compliance and also support managers in analysis.</li><li>• Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.</li><li>• Provide suggestions to improve the audit process</li><li>• Also complete all the tasks and responsibilities as assigned by IAD from time to time.</li></ul> |                                                                                                                                                                                                                                                                                                                                               |
| <b># Required Skills/Knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                               |
| <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                               |
| <b># Education and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Any Graduate/ Master's degree in business 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>• 3-4 years working experiences handling risks, internal audit, compliance, operations at reputed financial institutions or bank.</li><li>• Ability to work under stress and with tight deadlines</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                               |