

Job Description of Lead Auditor – Internal Audit Department

Function	Internal Audit Department
Job Summary	<ul style="list-style-type: none">• 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 Asst. Manager/ Manager/ Senior Manager. Submit the audit reports on timely basis.
Job Designation	Customer Service Executive/Assistant Manager
Job Role	Lead Auditor
Location	Uttar Pradesh
No. of Opening	1
# Duties/Responsibilities	
<ul style="list-style-type: none">• Conduct Audit (Foundation/ Regular/ Special Audit) as assigned by Internal Audit Department 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 manager 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.• 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.• Analyze the reports downloaded from the system to identify any non-compliance and 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.	
# Required Skills/Knowledge	
<ul style="list-style-type: none">• Excellent time management and planning skill• Ability to provide proper management insight and reporting;• Effective Communication Skill• Analytical Skill	
# Education and Experience	
<ul style="list-style-type: none">• Any Graduate/ Master's degree in business administration or extensive experience in microfinance operations• Understanding of laws and statutory regulations pertaining to financial management, operations, audit, and compliance• 3-4 years working experiences handling risks, internal audit, compliance, operations at reputed financial institutions or bank.• Ability to work under stress and with tight deadlines	