

Job Description of Lead Auditor – Internal Audit Department

Function	Internal Audit Department
Job Summary	• 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	Gujarat (as per the requirement of Organization)
No. of Opening	3 (Three)
# Duties/Responsibilities	
• 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 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.	
# Required Skills/Knowledge	
• Excellent time management and planning skill • Ability to provide proper management insight and reporting; • Effective Communication Skill • Analytical Skill	
# Education and Experience	
• 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 • 2-3 years working experiences handling risks, internal audit, compliance, operations at reputed financial institutions or bank. • Ability to work under stress and with tight deadlines	