

JOB DESCRIPTION

Designation	Sr. Executive: Governance, Risk & Internal Control
Division	Risk Advisory Services
Requisite Qualification	Chartered Accountant
No. of years requisite experience	2 – 3years experience (Post qualification)
CTC Range	7 to 10 LPA Best in industry commensurate with skill set & experience

JOB SUMMARY

The selected candidate shall be involved in planning & executing client related engagements in the Risk Advisory Services vertical. This would include **Internal Audits, Process Reviews Documenting, Standard Operating Procedures, Documenting Risk Control Matrices and Other such Advisory Services.**

KEY RESPONSIBILITIES

1. Understanding and acquiring in-depth knowledge of a client's business and system of accounting; analysis & review of financial statements and evaluation of internal control system for carrying out Internal Audits;
2. Offering suggestions to clients for the improvement of such internal control procedures;
3. Assisting in creating standard operating procedures (SOPs) along with process flow charts and process narratives;
4. Developing process flow diagrams, process narratives and risk control matrices (RCM) ascertain a remediation plan for identified design gaps;

5. Assisting in drafting & finalisation of reports & presentations pertaining to all the above

IDEAL CANDIDATE PROFILE

A candidate who possesses:

- Relevant work experience during Article Training or post qualification in governance, risk & compliance / internal audits, process reviews, Internal Financial Controls (IFC), Process flowchart and Risk control matrix (RCM), Standard operating procedures (SOPs) / enterprise risk management.
- Strong academic background in school, college & during qualification as a CA - candidates that qualified in first attempt shall be given preference
- Excellent IT Skills: well versant with Tally, Ms Office (Ms Word, Ms Excel etc.), SAP & other commonly used programs on the windows platform
- Excellent analytical & presentation skills
- Excellent Communication Skills
- Excellent interpersonal skills & an ability to work & interact with colleagues & associates in a positive manner.
- Sound commercial knowledge and high levels of self motivation