

Associate/Manager- Audit

Roles & Responsibilities:

Leading and managing a team of minimum 3-4 people comprising of fresh and experienced graduates/articles.

Provide day-to-day oversight to assigned team & staff of auditors.

Take responsibility for the execution of the assigned audit projects from scoping and planning through to wrap-up and final report delivery.

Maintain a strong client focus by effectively serving clients needs and developing productive working relationships with key stakeholders.

Monitoring work, managing and motivating the team to ensure deliverable meet necessary quality standards and agreed SLA's.

Sharing knowledge, mentoring and coaching the team members.

Maintaining the data confidentiality and adherence to the risk management policy by the team members.

Helping seniors in performance review of the team.

Review of the team's work and to provide timely feedback to team members to enable them to improve their performance.

Building relationships with team members sitting across different locations

Auditing complex sections of the financial statements of companies as per specific statutory requirements

Education/Professional Qualifications:

Essential skills required

Professional Chartered Accountancy qualification like CA or other equivalent professional qualification.

Prior Experience

2-3-years' experience in Audit

Technical Skills

Experience in external/internal audit & knowledge of IndAS would be an added advantage.

Proficiency in Microsoft Excel and Microsoft Word

Proficient book-keeping knowledge and experience

Proficiency/Working knowledge of SAP and other ERP would be an added advantage

Behavioral / Team Skills

Excellent written and verbal communication skills

Personal drive and positive work ethic to deliver results within tight deadlines and in demanding situations.

Flexibility to adapt to a variety of engagement types, working hours and work environments.

Recognizing the developmental requirements of team members and set goals to achieve them.

The job would require travel to client locations within India.

Salary: Rs. 1.50 LPA to 2.50 LPA.

Location- Hauz Khas New Delhi.

WhatsApp CV at: +91-7827200016

Email: hr@maxicarrow.com