

KD Practice consulting is India's a young, dynamic and innovative fast growing & renowned business consulting company specializing in Internal Audits, SOP Drafting, Retail Audits, Operations Consulting, Costing & MIS, Strategy Consulting and Digital Transformation. With our dynamic and talented team on board, we are an enabler to provide challenging work and dynamic roles which helps each individual to grow and nurture personally and professionally.

Job Description: Associate / Assistant Manager – Email resumes on hr@kdpractice.com

1. Examine and evaluate the adequacy, effectiveness and efficiency of the organizations' internal control systems & recommend practical solutions to improve operations, enhance internal controls and reduce costs where possible.
2. Coordination and interaction with client for understanding the business.
3. Conduct internal audits / process reviews to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures.
4. Manage the team, their day to day activity and ensure quality check on work executed.
5. Review Data as per Financial System validate and scrutinize ledgers.
6. Validate working of team and prepare Audit Reports before month end.
7. Identify root cause and financial impact of audit findings and suggest practical recommendations.
8. Identify key areas of risk within the organization and propose appropriate controls to mitigate the risks.
9. Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management.
10. Prepare Executive Summary to highlight the irregularities observed.
11. Adhere to the guidelines suggested by the Firm
12. Prepare audit reports / process review reports in line with the approved audit plan.
13. Monitor the timely implementation of the management actions recommended in the audit reports.
14. Provide senior management and the Board of Auditors with an opinion on the adequacy, effectiveness and efficiency of the internal controls in the organization.

SKILLS:

1. Proven communication (oral and written) skills, including ability to write persuasively in a clear and concise manner, and to communicate effectively orally.
2. Knowledge of Analytical and Data Mining Activities.
3. Resourcefulness, proven interpersonal skills and the ability to work in a diverse environment with sensitivity and respect.
4. Ability to focus on detailed tasks to achieve specified outcomes
5. Proficiency in tools (i.e. Advance Excel, MS word, Power point, MS Visio, etc.) and audit techniques.

Experience: Minimum 1 year post qualification

CTC: 5.5 to 7 LPA