

SARASWAT CO-OPERATIVE BANK LTD.,

JOB DESCRIPTION

PARTICULARS	DETAILS
DESIGNATION	Manager (Marketing & Operations) Experience – Minimum 5 years in BFSI sector or 7 years' experience in Audit profile Deputy Manager (Marketing & Operations) Experience – Fresher / Minimum 2 years in Audit profile
DEPARTMENT	Internal Audit Department
PROFILE	Auditor
RESPONSIBILTIES	<ul style="list-style-type: none">• Conduct audit as per the audit plan ensuring compliance with established internal control procedures by examining records, reports, operating guidelines and documentation.• Plan and conduct audits to assess controls, operational efficiencies and compliance with policies, procedures and regulation, detecting ineffective or inefficient practices and verifying financial records and branch audits• Carry out audits either independently or along with team• Maintain a comprehensive record of all audit work papers, findings, reports and follow-up• Assist to document the audit process and prepare audit report• Ensure the timely and accurate completion of the audits• Any other work, as assigned by superiors and falling within the ambit of grade
CTC Range	Rs.6.50 lac to Rs.8.50 lac (depending on experience)
LOCATION	Mumbai