

Department: Internal Audit	Designation: Assistant Manager
Experience: 0-3 years	Qualification: Cost Accountant
Reporting to: Manager/ Sr Manager	Level: 6

About NH:

Narayana Health is headquartered in Bengaluru, India, and operates a network of hospitals in India and Overseas. Our mission is to deliver high quality, affordable healthcare services to the broader population.

For more details please refer our website: <https://www.narayanahealth.org>

Job Purpose:

Responsible for assisting in planning, directing, and conducting an objective evaluation of diverse operations and controls within Narayana Hrudayalaya Hospitals to appraise the effectiveness of the system of internal control and improve resource efficiencies.

Job Responsibilities:

- Assist in accomplishing the annual audit plan.
- Assist in planning and perform audit procedures responsive to the unique risks of the processes and report the results of the audit.
- Supervise the work of the Sr Executives and Executives in the field work and help them draft the observations for their respective areas audited. Keep the team motivated
- Ensure that the entire scope of the audit as planned for an unit is completed and documented
- Communicate the results to manager of audited departments and key process owners. Take the lead in the first level discussions with the Unit Management of the key audit observations
- Participate in the final discussions with the Unit leadership and the Regional leadership along with the Manager / Sr Manager and Group Head for closure and release of the audit observations
- Coordinate and follow up for the data required for the audit and for the management responses and help in timely closure of the audit report.

Candidate Requirements:

- Good verbal and written skills of communication
- Excellent computer skills – Excel, word and power point
- Able to work accurately and with minimal supervision. Self-motivated& Team player
- Ability to plan & organize one’s work and that of the junior staff effectively
- Expert knowledge of accounting, tax laws and company law
- Flexible to travel extensively (>15 day/ month) across Tier I/II/III cities PAN India