

<b>Position</b>		<b>Sr. Officer/ Assistant Manager- Statutory Audit</b>
<b>Location</b>		<b>Mumbai, Delhi</b>
<b>CTC</b>		<b>5.50 lakhs p.a.</b>
<b>Qualification</b>		ICWA
<b>Experience</b>		0-3 years of experience
<b>Capabilities and competencies</b>	<b>Behavioural</b>	
	1	Analytical Capability.
	2	Problem solving ability.
	3	Business accumen.
	4	Presentability.
	5	Good Communication skills (verbal as well as written).
	6	Leadership Ability, should be able to manage teams of 3-4 people .
	7	Self Motivation & willingness to take responsibility.
	8	Integrity.
	<b>Technical</b>	
	1	Knowledge of Accounting & Auditing standards, Companies Act, Income Tax Act, overall knowledge of all commercial laws.
	2	Knowledge of Statutory & Tax audit of corporate clients(Public & Private companies).
	3	Knowledge of IFRS preferred.
	4	MS office Skills.
<b>Responsibilities</b>	1	Performing test of controls, test of detail etc. (Basically all types of transaction verification/ expense verification etc.).
	2	Preparing work paper for work done.
	3	To get work done reviewed by senior.
	4	Identifying and highlighting critical issues which require senior's involvement.
	5	To review work done by juniors.
	6	Performing analytical review.
	7	To finalise financial statements and auditor's report (The assignment is handled independently if senior is not involved in the audit).
	8	Completing compliance checklist.
	9	Ensuring proper file management - Numbering - Indexing - Referencing, cross referencing the papers.
	10	Ensuring compliance with Audit and Assurance Standards and RSM Audit Manual.
	11	Ensuring compliance with disclosure requirements.
	12	Providing on the job training to juniors.
	13	Participating in office meetings.

**Total No. of vacancies: 41**