

Company	Trent Limited	Business Unit	Corporate	Division	
Role Name	Trainee		Job Family	Internal Audit	
Department	Internal Audit	Sub Dept.		Brand	
Location	Mumbai				
Qualification	ICWA				
Experience	0 – 5 years				
<u>Job Responsibilities:</u>					
In order to achieve this job responsibility, the person carries out all necessary Internal Audit activities for the companies handled through:					
<ul style="list-style-type: none"> ➤ Reviews & finalizes the Store Audit Reports sent by the Store Auditors. ➤ Provides the auditors with required information and clarifications to ensure that audits get completed within the given timeframe. ➤ Analyses the store PoS & SAP reports to ensure auditors get correct data. ➤ Co-ordinates with various departments / functions in the organization to obtain appropriate data/information. ➤ Co-ordinates with statutory, external/local and store auditors and assists them by providing with necessary data/information or analysis. ➤ Visits the stores to discuss the audit findings & observations. ➤ Assists the seniors in finalizing departmental Internal Audit Reports and in summarizing key findings & closure of the audit issues. ➤ Assists the seniors in preparation of draft Audit Report for presenting the same to the Audit Committee of the Board. ➤ Assists the seniors on Audit Committee presentation by working on the basic background matter. ➤ Presents to the seniors' various new ideas related to internal audit function. ➤ Researches and keeps abreast of legislative issues, new audit regulations/trends and audit methodology. ➤ Participates in various committees or task forces geared to policy/procedure development and operational improvements in Internal Audit function. 					
Required Skills & Competencies	Required Skills: Accounting Practices / IIA Standards, Corporate & relevant laws (Taxation, FSSA, Company Act) Internal Audit Standards & Procedures Organizing Skills Timely Execution Skills MS Office ERP – SAP (End-user) / RAMCO Competencies: Drive for Result Functional Excellence Taking Ownership				

Name of the position : Management Trainee

✘ **Eligibility criteria : Graduation**

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✘ **CTC p.a. : 9 LPA**

✘ **Job location : Mumbai**