



CAMEO CORPORATE SERVICES LIMITED

JOB DESCRIPTION

Designation: Executive - Internal Audit
Department: Internal Audit
Reports To: Assistant Manager -Internal Audit
No. Of Positions:2
CTC : Rs.1.80 lacs – Rs.2 lacs p.a.



Position Summary:

Under direction of Asst Mgr Internal Audit, this person is responsible for the timely execution of tasks assigned in accordance with the yearly audit plan as well as assisting with other audit matters and projects.

Essential Duties:

A. Financial Audit:

- Verification of Vouchers and BRS
- Verification of Invoices to confirm correctness of income accounted by referring to various operations records
- Verification of Cash deposits in to the bank account to confirm these are in line with the internal policy of the company,
- Verification of Cash and to report thereon,
- Verification of Statutory Payments etc.,

B. Operations Audit:

- Verification of KYC, Income Proofs, inspection reports, Bank & CIBIL statement for New Loans disbursed
- Verification of Loan closures to confirm these are in line with the Internal Policy of the company
- Visiting various storage locations in Chennai periodically, to verify Documents and PDC Management – Both Storage & its retrieval

C. Inspection Audit:

- To carryout Property inspection visits periodically – Once a quarter – Max 6 days at a stretch.

Requirements:-

1. Ability to communicate effectively with Team Members and Peers in both written and verbal form.
2. Have great attention to detail.
3. Excellent interpersonal, oral and written communication skills with the ability to comfortable communicate to all levels of management.
4. Knowledge of accounting and auditing principles/standards, and familiarity with MS office especially with V –Look Up function.
5. Ability to adapt to change quickly and multi-task



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EDUCATION/EXPERIENCE:

1. Any Graduation preferably Commerce. Candidate pursuing CA – Completed article ship training can also apply
2. Experience: 6 months experience in Internal audit function
3. Exposure to Bank audits will be an added advantage

