

**Requirement - Auditors in Internal Audit Group for conduct of audits covering Retail Liabilities (Branch Banking) within the Bank**

Position : IAD

Location: Mumbai, New Delhi, Chennai, Kolkata and Hyderabad

Job Description

1. Conduct of audits as per annual Risk Based Audit Plan (RBAP), approved by the Audit Committee. This would involve travel to various outstation locations as may be required.
2. Execution of assigned audits as per planned timelines, issuance of draft audit observations to auditees for responses, post review by Audit Supervisor/Audit Manager
3. Interactions with auditees for seeking responses to draft audit observations and subsequently with Audit Managers for finalising of audit report/findings
4. Assessment of audit issues as per framework. Identification and finalisation of key audit findings for reporting to the Audit Committee
5. Finalisation of audit report through the audit workflow software, post review by Audit Manager
6. Maintenance of audit work papers in the audit workflow software
7. Review/closely monitor of work done by concurrent auditors, give inputs, regular interaction with partners of audit firms, engaged as concurrent auditors.

Skill sets required

1. Good communication skills (written/oral)
2. Good working knowledge and understanding about the following areas:
  - a. Banking activities
  - b. Regulatory/statutory requirements
  - c. Business/support groups and products
  - d. Internal policies and procedures/guidelines
  - e. Information systems used by concerned business/support groups
  - f. MS Office (i.e. Excel, Power point, Word etc.)
3. Ability to logically understand output generated through analytical tools (e.g. SQLs) and continuously strive to increase use of analytics for audits.
4. Willingness to work beyond the call of duty