

Designation – Senior Executive

Experience – 0-2 years

Qualifications - CMA

Responsibilities –

1. Taking on the role of reviewing audit activity completed by your junior colleagues. Acting as a buddy and mentor for new starters and less experienced colleagues.
2. Supporting the Team Lead in managing and optimizing your team's workflow and utilization to ensure the allocation, completion and delivery of audit package work is to a high standard and quality within an appropriate time frame.
3. Supporting, advising and monitoring team members in the completion and delivery of a range of audit tasks and undertaking detailed reviews of their work.
4. Assist with the delivery of training to your team providing guidance and mentorship to the center.
5. Support the Team Lead in day-to-day management of your team to include monitoring team attendance and addressing any issues, completion of return to work discussions after sickness absence, correct allocation and booking of annual leave in adherence to local procedures.
6. Delivering and executing your work to the highest standard, taking ownership for your and your teams allocated tasks and completing them within stated timelines.
7. Understanding and following Deloitte policies and complies with personal and other independence requirements set by regulatory bodies and Deloitte policies relating to engagement/ project acceptance, relationships with the client and ensuring compliance of your team in this regard.
8. Using proven Deloitte audit methodologies and developing an understanding of the Deloitte Way. Use experience and knowledge to propose solutions.
9. Acting with honesty and integrity in all areas of activity. Understanding expectations and demonstrating personal accountability for keeping performance on track and acting as a role model for other team members.
10. Identifying and embracing our purpose and values and puts these into practice in your professional life, encouraging others to do the same.
11. Contributing ideas to develop solutions, consulting with others as appropriate to initiate change.
12. Working effectively in diverse teams within an inclusive team culture where people are recognized for their contribution.
13. Leading by example, building relationships and communicating effectively in order to positively influence peers and other stakeholders, both internally and externally.

14. Providing inputs to the Team Lead for identifying performance gaps and, through effective use of talent standards, supporting the team to address these.
15. Building relationships and acting as the overarching point of contact for engagement teams in relation to the completion and delivery of audit work.
16. Manage and deal with any issues raised by your engagement teams ensuring timely response and working in partnership with them to resolve.
17. Provide inputs to the Team Lead in respect of performance and address early concerns coaching and escalating where required.