Vacancy at Kotak Mahindra Bank Limited

I. **Job Title:**
Team Member – Internal Audit

II. **Department**:
Internal Audit

III. **Job Classification**: (Line / Support)
Support

IV. **Job Purpose**:

- Responsible to conduct independent audits for specific business units.
- Responsible for identifying any process gaps and bring it to the attention of Team Leader – Audit
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V. **Principle Accountabilities**
Financial (Facts & Figures) –

- Revenue leakages
- Process gaps

People-related: Responsible for –

- To support the team leader in report preparation and presentations for various Audit committees.

VI. **Job Content:**

- Conducting internal audits and control reviews of banks operations and select subsidiaries
- Handle specific area of banking operations allotted to him/her from start to completion
- Interact with bank's outsourced team of auditors / consultants.
- Support the team leader in report preparation and presentations for various Audit committees.
- Gaining & sharing knowledge.

VII. **Key Challenges:**
- Collaboration with the Business units expected output without compromising any policies / processes
- Meeting TATs within budgets
- Conflict resolution with Auditees
- Networking with associated groups (Internal & External)

VIII. **Relationship:**
- Others (external/ Internal) –
  a. Interaction with Business Managers
  b. Interact with bank's outsourced team of auditors / consultants.

IX. **Job Knowledge** –
- Good understanding of banking business processes and internal controls will be preferred.
- Knowledge about key regulatory requirements effecting banks
- Hands on knowledge on MS office
- Willing to travel at frequent interval for an average duration of 2 weeks a month.

X. **Skills & Experience –**
- Good analytical and inter personal skills.
- Good oral & written communication skills.
- Ability to work in a team environment.
- Highly motivated and self starter.
- 0-5 years experience auditing banking operations either working with the bank or with firms auditing the banks as Statutory / Concurrent / Internal Audit.