

**SARASWAT CO-OPERATIVE BANK LTD.,**

**JOB DESCRIPTION**

<b>PARTICULARS</b>	<b>DETAILS</b>
<b>DESIGNATION</b>	Manager (Marketing & Operations) Experience – Minimum 5 years in BFSI sector or 7 years' experience in Audit profile  Deputy Manager (Marketing & Operations) Experience – Fresher / Minimum 2 years in Audit profile
<b>DEPARTMENT</b>	Internal Audit Department
<b>PROFILE</b>	Auditor
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Conduct audit as per the audit plan ensuring compliance with established internal control procedures by examining records, reports, operating guidelines and documentation.</li><li>• Plan and conduct audits to assess controls, operational efficiencies and compliance with policies, procedures and regulation, detecting ineffective or inefficient practices and verifying financial records and branch audits</li><li>• Carry out audits either independently or along with team</li><li>• Maintain a comprehensive record of all audit work papers, findings, reports and follow-up</li><li>• Assist to document the audit process and prepare audit report</li><li>• Ensure the timely and accurate completion of the audits</li><li>• Any other work, as assigned by superiors and falling within the ambit of grade</li></ul>
<b>CTC Range</b>	Rs.6.50 lac to Rs.9.50 lac (depending on experience)
<b>LOCATION</b>	Mumbai

- Name of the position – Manager / Deputy Manager (depending on the years of experience)
- Eligibility criteria – Experience in the BFSI industry and CMA qualified
- CTC p.a. – Range from Rs.6.25 lac to Rs.10.00 lac (depending on experience and present emoluments)
- Job location – Mumbai