

JOB DESCRIPTION

Position Title	Management Trainee
Job Code	
Job Description Author	
Sector	
Business / Function	GCS
Department / Sub Department	Management Assurance Group (MAG)
Designation	
Job Responsibility Level	
Location	Delhi
Date	

1. JOB PURPOSE

(Briefly describe the general purpose of the position or its significance from the organisation's point of view and how it contributes to the overall mission/objective of the organization).

Provide support to the Management w.r.t the adequacy of internal controls in the existing processes, report weaknesses and give suggestions for improvements towards optimization of processes with the objective of cost / manpower savings and eliminate the possibilities of revenue leakages. Also provide support in auditing the statutory compliances to ensure compliance done timely and accurately and that the functions are carried out in line with the Company's defined policies and SOPs, report deviations, if any, for corrective actions.

2. ORGANISATIONAL CHART

{Please complete the organization chart below using only the generic (e.g. VP) and descriptive (e.g. VP Finance) job titles.}

Comments:

Please detail dotted / matrix/dual reporting relationships

3. KEY ACCOUNTABILITIES

(List the responsibilities/duties associated with the job. For each responsibility/duty listed, give the factors on which an individual’s performance is judged).

Accountabilities	Key Performance Indicators
Preparation of Annual Audit Plan and Operations Strategy – Under the guidance of Head – MAG, to prepare the Annual Audit Plan considering the sensitivity, business needs and other parameters. Finalize scope, audit programs and audit check list of each audit area envisaged in the Plan.	Comprehensive coverage of all major audit areas in the Annual Audit Plan.
Execution of Audits and finalization of Reports – Support in conducting audits with reference to Annual Audit Plan. Finalize the Draft report indicating the issues observed during the course of audit by discussing with auditees. After obtaining auditee’s reply against each observation, prepare final report for issuance. Completion of IFC (Internal Financial Controls) testing annually.	Completion of audits as per the Annual Audit Plan.
Facilitate Representation of Head – MAG in Audit Committees / GCM & BCM Reviews – To prepare the major audit observations for the quarterly Audit Committees / GCM and BCM reviews. Team work and support to seniors.	Satisfactory representation in Audit Committees and Reviews. Comply with the instructions within the time line.
Technical Audits - Undertake quarterly technical audits for confirming assets quality and their effective utilization so as to maximize return on capital investments.	Completion of Audit Plan
Updation of MAG online portal for compliances – Ensure that audit observations are updated upon finalization of audit reports so as to provide a platform to Management to assign responsibilities and authority for implementation of a solution across the group and avoid reinventing the wheel.	Completion of MAG Compliance Tracker and compliance to ISO requirement.

Educational Qualifications

- Chartered Accountancy (CA)

Relevant and total years of Experience

- NA