

Regional Audit Executive – Hyderabad

Age Limit – Above 1991 (Male Candidate Preferable)

Role Task List

Phase-1

1. Visit Offices of the Clients (Turnover 500-1000 crores + each) to interact with their accounts and banking team for sharing of data as per our audit checklist – banking data, accounting data. Visit to be done to 8 clients every month x atleast 3 days every month for full day. We have a total of 13-15 clients like this who will be covered.
2. To request for dedicated contact points in the company who are handling – banking, GST, Statutory Payments, Accounting. To increase interactions with them and also request for space, system and ERP access in the company in phased manner.
3. To access the ERP of the Company – SAP, Tally for extracting reports like GL Line Items, Vendor Line Items, Debtors Ledger, Bank Ledgers, Trial Balance, Provisional Financials etc. and send the reports with respective trackers to central analyst team.
4. To carry out on site verification of ledgers, statements, vouchers and supplementary records as per instruction of analysts.
5. To coordinate with regional office and central office analyst teams with updates on the data received, data pending, verification planned and verification done.
6. To read the report and discuss with mid level officials at company for pending data points to address their queries/ requests for updation.
7. To discuss the report with mid-level officials at the bank to understand their updation requirements. To discuss on the data points required for same and take their help in getting the same from company.

Phase - 2

8. To have excellent knowledge of excel so that workings in structured formats with respect to financial statements, bank statements, secretarial data can be made.
9. To have excellent knowledge of MS Word and Adobe PDF.
10. To maintain various trackers designed by management in excel for the above purposes and share updates with respect to the same on various Whatsapp groups maintained by the company.
11. Drafting letters and replies to mails, attending calls in respect of above matters.
12. Usage of Gmail, Internet Explorer, MS Word, MS Excel, Adobe PDF.

Skills and Knowledge

1. Chartered Accountant or MCom – Excellent knowledge of practical accountancy and auditing.
2. Experience of auditing EPC companies
3. **Accessing SAP and extracting reports from the same – GL Line Items, Vendor Line Items, Trial Balance, Provisional Financials etc.**
4. **Accessing Tally and extracting reports from the same.**
5. Knowledge of Banking and all associated nomenclature. Experience in Banking Job or Auditing Roles will be big plus.
6. Advanced PDF Skills – merging, compressing, extracting pages, reducing size etc
7. Word Skills – Font, Alignment, Line Spacing, Para Spacing
8. Excel Skills – Pivot Table, Excel Table, Sorting, Filtering
9. Communication Skills
10. Telephonic Skills

Attitude

1. Energetic and Willing to Travel Around to various locations in and around Hyderabad.
2. Organized and Systematic Workstyle.
3. **High Level of Persistence and Polite but effective Persuasion Skills.**
4. Meticulous and Attention to Detail
5. Patience

Interested Candidates may send their CV to shahjindal@sjagroup.in

or may contact Mr Sajal-7001070228