

	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-02
	RECORD FORMAT	Version No.	00
	JOB DESCRIPTION	Date	02-05-2022

JD No.	03-AUD
Job Title	Audit Assistant
Department	Internal Audit
Reporting To	Audit Supervisor

Job Overview	
Duties & Responsibilities	<ol style="list-style-type: none"> 1. Responsible for execution of the audit programs/audit procedures designed by Senior Auditor, Manager Internal Audit and/or Head of Internal Audit. 2. Assist the Internal Auditor and Audit Supervisor in internal auditing. 3. Maintain adequate working papers to support the audit findings/conclusions. 4. Execute Audit Assistant functions to check the accuracy of accounting systems and procedure. 5. Coordinate the activities with the staff and the Internal Auditor and Audit Supervisor concerned. 6. Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy. 7. Review and recommend changes in internal audit controls. Check, inspect and reconcile bank deposits and payments. 8. Report to the Internal Auditor the findings obtained through audit procedures. 9. Maintain/obtain requisite /sufficient knowledge, skills, experience, and professional qualifications to comply with the minimum requirements of the organization for such position. 10. Assist in the investigation of significant suspected fraudulent activities and notify the results to Senior Auditor, Manager Internal Audit/ Head of Internal Audit. 11. Performs other audit related tasks as required or as assigned by the Senior Auditor, Manager Internal Audit and/or Head of Internal Audit.
Job Requirements / Hiring Criteria	<p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none"> • M.B.A-Finance / M.Com / B.B.A (Hons.)-Finance/ Economics, B.Com.(Hons.) or equivalent qualification from a recognized university. <p>Related Experience:</p> <ul style="list-style-type: none"> • 01 year of relevant post qualification experience in audit firm or multinational or any corporate environment. <p>Skills/Competencies:</p> <ul style="list-style-type: none"> • <p>Working Conditions:</p> <ul style="list-style-type: none"> • <p>Physical Effort:</p> <ul style="list-style-type: none"> •
Working Environment	

Name	Designation	Date	Signature

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Prepared by				
Reviewed by				
Approved by				

Acknowledgment:

I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department

Employee:

Date: