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| JOB DESCRIPTION31216 | | |
| Job Code: | **Job Title**:  Asst Manager – Internal Audit | **Band**: 5 |
| **Reporting To**:  Senior Manager / AVP – Internal Audit | **Incumbent**: | **Department**:  Internal Audit |
| **Supervising**: | **JD defined on**: | **Location**: Gurgaon |

**JOB SUMMARY:**

• Should have sound knowledge on data extraction basis the business requirement.

• Automation of report using Excel VBA/ SQL.

• Expert in data analysis, data mining, data crunching.

• Should be able to manage large database and work effectively.

• Should have strong problem solving skills.

• Use analytics for implementing a monitoring plan for high risk areas.

• Prepare ‘front-end’ dashboards that can be auto populated by other team members thus allowing them more time for reviews.

• Participate in discussions to identify ‘Root cause’ of the issues and provide solution to the extent possible.

• Develop ‘models’ such as Revenue assurance, Commissions, Incentive payouts, Payroll etc to provide ongoing assurance on significant balance sheet items.

• Assist the Risk Team in embedding financial crime standard by developing tests to identify Fraud and other critical trends (strengthen data mining capabilities).

• Expert in excel formula like date function, text function, math function, lookup function etc.

## JOB REQUIREMENTS

• Strong Numerical & Analytical skills

• Expert in Microsoft Access database (creating macros, modules, etc.)

• Expert in Microsoft Excel (pivot tables, formula, graphs, charts, macros etc.)

• Strong knowledge of Structured Query Language (SQL) and Working Knowledge of Visual Basic.

• Excellent working knowledge of systems and its database and ability to pull data from servers

• Ability to create ‘front-end’ dashboards i.e. make automation easy to use for other team members.