

Job Description

POSITION DETAILS			
Position Title/Functional Designation	Executive/ Sr. Executive/AM/DM/MGR/ SM/ CM	Company	Poonawalla Fincorp Limited
Division / Department	Process Assurance Vertical (within Internal Audit)	Grade	AM/DM/MGR/SM
Job Purpose			
<p>The candidate will be responsible for conducting internal audit and reviewing the effectiveness and efficiency of internal processes, identifying areas of improvement, and ensuring compliance with regulatory standards. This role requires strong analytical skills, an eye for detail and a deep understanding of internal audit practices. The ability to communicate effectively with stakeholders at all levels is necessary. The candidate needs to be confident in making presentations to senior management, and stakeholders.</p>			
Principal Accountabilities			
<ul style="list-style-type: none"> • Develop good understanding of processes, associated risks and relevant regulatory mandates/guidelines. • Identification of divergence from regulatory mandates/guidelines, open risks and process design gaps. • Monitor and track agreed gaps and areas of improvement till gaps and risks are closed. • Review and monitor to check process adherence. • Ensure timely implementation of applicable regulatory norms for assigned audits. • Develop and implement audit plans for various areas of internal process audit. • Actively advise and apprise seniors of all major gaps and risks, arising during the review and monitoring process. • Coordinate with auditee and all relevant stakeholders to agree and finalize on observations. • Ensure that audit reports are accurate and factual. • Ensure tasks allocated are continuously monitored and closed within agreed timelines. • Identify activities/ areas / processes which can be continuously monitored as a proactive measure. • Actively contribute to the Internal Audit's Vision and Mission through proactive, agile, and continuous auditing by embracing digital and data-driven mindset. • Tasks as allocated by line managers for specific projects/IAD priority activities. 			
Qualification, Experience & Skills			
<ul style="list-style-type: none"> • Education: Bachelor's degree in accounting, Finance, Business Administration, or a related field. CA, CPA, CIA, or equivalent certification preferred. • Core Competencies: - <ul style="list-style-type: none"> ❖ Risk and control mindset ❖ Detail oriented ❖ Compliance knowledge ❖ Good Data analytical skills ❖ Excellent Communication and Inter-personal skills ❖ Understanding of functioning of NBFC and Banking processes • Experience: - Knowledge of regulatory requirements and experience in NBFCs/financial institutions is a must. Prior experience in Process Risk, Process Compliance, and Internal Audit will be an added advantage. The position is open for various grades and the suitable candidate shall be placed according to their competencies, skillsets, experience and current grade. • Skills: - Proficiency in MS Excel, Word and Power Point. Data analytics knowledge will be an added advantage. • Pre-requisite: - The incumbent will be a self-motivated individual able to function independently. 			