

# BIHAR VIKAS MISSION

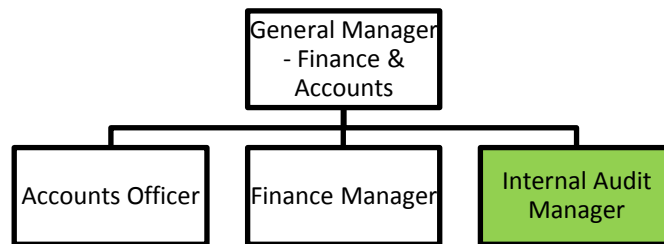
## Job Description



### 1. General Information

<b>Position Title:</b>	<b>Internal Audit Manager</b>
<b>Reports to:</b>	<b>General Manager - Finance &amp; Accounts</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>
<b>Job Code:</b>	

### 2. Organization Chart



### 3. Key Accountabilities

#### Audit Planning

- Formulate the Audit plan for BVM to assess the level of adherence to relevant Government's and BVM's policies and procedures and identify the risks and the appropriate tools to control them
- Provide recommendations to superior and senior stakeholders on risks relevant to BVM and work with other concerned parties to create cost-effective controls for effective protection against risks

#### Audit Execution and Follow Up

- Perform audit assignments for various functions and activities of the organization to identify areas of risk and assess the reliability of internal control measures as well as ensure adherence to relevant Government's and BVM's policies and procedures, in line with defined audit plan
- Carry out investigations and detect any possible fraudulent activities proactively or reactively to ensure that any suspected fraudulent activities are identified, rectified and appropriate course of action is taken in a timely and cost-effective manner
- Prepare audit findings including list of risks, likelihood of risks and their impact for both inherent and residual risk, value added recommendations and submit to the competent authority for review and sign off
- Review audit results with appropriate functions and units and liaise with relevant teams (Legal, Compliance etc.) on the identified audit observations and actions as required, in order to reduce risks and vulnerabilities
- Perform special ad hoc assignments as directed by superior or relevant authority, in order to investigate specific situations or incidents
- Maintain regular follow up with the different functions and units with BVM in order to ensure effective implementation and adherence to the audit recommendations

#### External Audits

- Liaise with and provide the require support to external auditors for carrying out required audit activities and assist in implementation of the agreed action plans and audit recommendations

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- Manage coordination with the concerned internal officials and employees for executing external audits, as required

### Advice

- Provide informed and independent advice to the audited parties and other concerned stakeholders on compliance with internal and external policies and guidelines
- Increase the level of awareness within BVM by keeping all stakeholders informed about the new legislation, trends and other audit related issues that might affect the organization's effectiveness and vulnerability to risk

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential

- CA (full time) from ICAI / PG Diploma (2 year full time) or Master's degree (full time) in Management / Business Administration / Finance
- Minimum 5 years of post-qualification experience in audit and control

### Preferred

- Less than 40 years<sup>#</sup> of age as on 1st January 2018
- Post-qualification experience of working in audit and control
- Experience of working as a corporate secretary
- Experience of working in an audit role with a state / central government / bilateral / multilateral organization (e.g. World bank, DFID, UNDP, ADB)
- PG Diploma (2 year full time) or Master's degree (full time) in Management / Business Administration / Finance from any of the institutes as published under the National Institutional Ranking Framework\* issued by MHRD and / or QS World University Rankings, as updated from time to time

# Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

\* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered

## 5. Knowledge and Other Skills

- Good negotiation and influencing skills
- Excellent knowledge of Internal Audit methodologies and standards
- Excellent knowledge of relevant Government and State audit standards and regulations
- Good understanding of the audit professional code of conduct

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- Strong problem solving and audit reporting skills

6. Competencies		Basic	Proficient	Expert
i.	<b>Strategic/Innovative Thinking</b>		✓	
ii.	<b>People First</b>		✓	
iii.	<b>Consultation and Consensus Building</b>		✓	
iv.	<b>Initiative &amp; Drive</b>		✓	
v.	<b>Problem Solving</b>		✓	

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>