

General Manager—Internal Audit

A Chartered Accountant / ICWA with 15+ years of experience of which at least 5-6 years must be in the managerial level in the Internal Audit function. Candidates with work experience in the Real Estate industry will be preferred. The candidate shall be in the age group of 40 – 45 years. The key deliverables of the role will be as under:

Operation

- Develop and implement a robust Internal Audit framework and define Audit policies covering all functions after benchmarking with industry best practices and consolidating technical and non-technical risks
- Develop a framework for Management Information Reporting; Constantly update the framework based on the Organizational reporting needs
- Provide functional guidance to ensure standardization of Internal Audit & MIS practices across the Organization; Act as the final authority on all decisions with respect to Internal Audit & MIS across the Organization
- Develop / Update SOPs for the Department; Lead the development of a framework for financial reporting & MIS and review & monitoring of Organizational financial performance
- Work closely with External Firms / Consultants to organize and oversee Audits in accordance with the approved Audit Plan and professional Internal Audit standards
- Oversee timely conclusion of Audits and closure of issues raised during the Audit; Present Internal Audit reports and updates to the Top Management
- Work closely with Internal Departments to obtain the required information for Internal Audit & MIS reporting; Ensure timely reporting and follow-up on activities envisaged in the Audit
- Provide inputs to the Top Management for development of action plans to achieve visible improvements to controls, risk management and business processes at BEL; Monitor the progress of these action plans
- Lead the collation, review and analysis of Organization-wide MIS reports; Highlight deviations to the Top Management and assist in development of appropriate mitigation mechanisms
- Working knowledge of SAP is a must.

People

- Conduct performance appraisals of Departmental staff / personnel
- Assess and fulfill training and career development requirements
- Foster an environment of learning, excellence and innovation within all aspects of team work
- Mentor and coach subordinates to develop the team's capabilities and build a strong succession pipeline for the role