

**Application for the post of Consultant – Internal Audit at IIPS, Mumbai**

<i>Post</i>	<i>Consultant – Internal Audit – 1 post</i>
<i>Qualification</i>	<i>Full time Masters Degree in Commerce/Finance/Accounts or Chartered Accountant or Cost Accountant from reputed institute</i>
<i>Experience</i>	<i>Retired government officer from the office of C&amp;AG/State Government from the post of Section Officer and above.</i>
<i>Tenure of appointment</i>	<i>Six months which may extended based on evaluation the of the performance (and satisfaction as per the approval of Director &amp; Sr. Professor, IIPS)</i>
<i>Roles &amp; Responsibilities</i>	<ol style="list-style-type: none"> <li>1. Ledger Scrutiny/ Verification of accounting records, cash books, checking all debit/ credit entries of all bank accounts with relevant vouchers, Income and Expenditure account.</li> <li>2. Checking of all voucher entries for all income, expenditure, salary &amp; related payments etc. on monthly basis</li> <li>3. Checking of all calculations related to salary, gratuity and PF calculations &amp; related deductions</li> <li>4. Concurrent checking of all Goods and Services Tax / TDS deductions/ payments by the due date of every month.</li> <li>5. Verification of all compliances in relation to Goods and Services Tax, TDS, Advance Tax, Income Tax, Professional tax, State wise and total Input Claims, Filing of all Tax Returns/Goods and Services Tax Returns, TDS Returns, etc. and payment of taxes.</li> <li>6. Verification of compliance with all relevant Labour Laws &amp; RTI Related to Accounts section</li> <li>7. Concurrent checking of all payments relating to the sponsored projects of various funding agencies</li> <li>8. Assisting in the finalization of accounts at the end of the year, especially in booking of income and provision for the expenditure. Monitoring of all periodical statements and intermediary accounts.</li> <li>9. Verification of compliance in relation to Company Law regarding filing of balance sheet, annual return and other returns.</li> <li>10. To undertake Performance / process audit of assignments/projects and Verticals every month in consultation with AFO.</li> <li>11. Scrutiny of Sundry Debtors, Sundry Creditors, Fixed Deposits/investments, Bank Guarantees and EMDs.</li> <li>12. Checking of Compliance on applicable Accounting Standards (AS) &amp; Indian Accounting Standards (IND-AS)</li> <li>13. Coordination with ERP Software team to ensure all statutory compliances are configured in the ERP based on government policies from time to time.</li> <li>14. Coordination with Statutory Auditors and other Auditors, and facilitation of smooth conduct of Statutory Audit, CAG Audit, Service Tax/ Goods and Services Tax Audit, Tax Audit etc. and help the Accounts tem to prepare the reply of audit queries</li> </ol>
<i>Salary</i>	<i>As per GoI rules</i>
<i>Other conditions</i>	<i>Applicants have to submit the hard copy of their curriculum vitiatae/Bio-Data through email at <a href="mailto:administration@iips.net">administration@iips.net</a> alongwith supporting documents with regarding to their qualification and experience within 15 days from the date of publishing the advertisement on the institute website (<u>last date 31.05.2021</u>)</i>

**DIRECTOR & SR. PROFESSOR**



Please elaborate how you are suitable for the post of Consultant Internal at IIPS

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Please list the special achievement or award received during the tenure of employment

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Checklist Annexures

- | Checklist Annexures                               | Certificate Attached |
|---|----------------------|
| 1] 10 <sup>th</sup> & 12 <sup>th</sup> Mark sheet | Yes / No             |
| 2] Degree Certificate & Mark sheet                | Yes / No             |
| 3] Post Graduation Certificate & Mark sheet       | Yes / No             |
| 4] Experience Certificate                         | Yes / No             |
| 5] Copy of all appointment orders (MANDATORY).    | Yes / No             |

(IT IS MANDATORY TO SUBMIT ALL CERTIFICATES FAILING WHICH YOUR APPLICATION WILL BE REJECTED.)

Date

Signature

Place

Name of the Candidate