September 23, 2019

APPOINTMENT OF AN INTERNAL AUDITOR

Expression of interest are invited from Chartered Accountant firms fulfilling the following criteria:

- The firm should have carried out internal audit of leading financial institutions like Public Sector Banks, LIC of India, etc.
- Additional weightage may be given to firms who have carried out audit assignments of IIBF, NIBM etc.
- The firm should have minimum 7 partners.
- The firm should have office in Mumbai.
- The firm should be in existence for at least 10 years and have experience in conducting internal audits, stock audits, system audits, etc.
- The appointment of Internal Auditors will be for a maximum period of two years renewable on yearly basis.

The scope of audit work to be conducted would be as under:

1. Conducting audit of day to day financial transactions and submission of report to the Director on monthly basis.
2. Conducting audit of purchases and consumption of stores and material, physical verification thereof with the concerned user department.
3. Examining suitability and adequacy of systems and procedures in place in various material purchase departments including procurement and consumption of materials and stores and suggesting measures for improvement, if any.
4. Examining suitability and adequacy of systems and procedures in place in accounts department regarding maintenance of accounts and suggesting measures for improvements, if any. Examining compliance of various tax laws including income tax, TDS on payments and purchases, GST, etc.
5. Conducting audit of consultancy projects and distribution.
6. Stock verification and audit.
7. Verification of fixed assets and audit.
8. Qualified partner of the firm to supervise the conduct of audit.
9. Any other assignment entrusted by the Institute.

Offers with i) Complete bio data of the audit firm and ii) Financial quote marked separately and enclosed in a sealed envelope super scribing application for appointment of Internal Auditor may be submitted on or before 7th October, 2019 by 5 pm. at below mentioned address. Application received thereafter will not be considered.

The offers with incomplete information will be liable to be rejected.

Division Head (Administration)

Institute of Banking Personnel Selection
IBPS House, Near Thakur Polytechnic
90 ft D P Road, Off Western Express Highway
Kandivali (East), Mumbai 400101.