

Job Description – General Accountant/Internal Auditor

We are engaged in the business of operating a retail travel agency and provide travel related services to consumers, which includes sales of domestic and international travel tickets/packages, and a major portion of our business concentrates and specializes towards the Indian-subcontinent and Asia Pacific region.

The recent growth and expansion of our business has now created an exciting opportunity for an objective Accountant/Internal auditor to join our team, add value and improve our local and international operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes. The successful candidate will possess a thorough knowledge of accounting procedures and a sound judgment, with a background in Australian and Indian-subcontinent accounting and auditing standards.

Candidates must also have experience in the travel sector, and be able to demonstrate their skills and knowledge through past employment and study history.

Responsibilities

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Determine internal audit scope and develop annual plans
- Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Prepare asset, liability and capital account entries and analyse account information
- Document financial transactions and summarize current financial status
- Prepare balance sheets and profit and loss statements
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Reconciles financial discrepancies by collecting and analyzing account information
- Maintain open communication with management
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards
- Compliance with federal, state, and local financial legal requirements by keeping abreast existing and new legislation, enforcing adherence to requirements, and advising management on needed actions

Requirements

- Proven working experience as Internal Auditor and Accountant
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data and to compile detailed reports
- Proven knowledge of Australian auditing standards and procedures, Australian laws, Indian laws and rules and regulations
- High attention to detail and excellent analytical skills
- Sound independent judgment
- Bachelors in Accounting or Finance (higher education will be considered favourably)
- CA/CPA qualified