

Maharashtra National Law University Mumbai

Position : Internal Auditor on contractual basis

Opening date of application : 14th Dec, 2021

Closing date of application : 20th Dec, 2021

Remuneration : Rs. 50,000 to Rs. 70,000/- (consolidated)

Role and Responsibility:

- (i) Monitoring budgetary control mechanism
- (ii) Timeliness of closure of day books
- (iii) Audit certification of external funding
- (iv) Computational and propriety verification of transactions
- (v) Physical verification of stores and library resources
- (vi) Vetting of contracts
- (vii) Compliance of obligations relating to taxation
- (viii) Settlement of statutory audit observations

Essential Criteria:

M. Com or Inter CA

Minimum 5 years experience as auditor or handling accounts in any corporate or any educational institute

Desirables :

Diploma in audit or accounting and finance from reputed institute

How to Apply? Updated CV should be submitted either via email or via speed post on or before 20.12.2021 addressed to below mentioned recipient with clear subject line "Internal Auditor" to recruitment@mnlumumbai.edu.in

Postal Address: The Registrar, Maharashtra National Law University Mumbai, 2nd Floor, CETTM MTNL Building, Hiranandani Gardens, Technology Street, Powai (Mumbai) 400076

Important Notes:

- (i) This appointment is for one year subject to extension.
- (ii) The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.