

Indian Red Cross Society  
National Headquarters

Scope of work for the post of Internal Auditor at IRCS, NHQ

The Indian Red Cross Society, National Headquarters, is inviting the registered Chartered Accountant firms empanelled with Comptroller & Auditor General of India (CAG) during any of the last three financial year ending 2017-18 to provide a full time Internal Auditor to render services at its Headquarters' office at 1-Red Cross Road, New Delhi.

The scope of work of the Internal Auditor is as follows:-

1. The firm need to depute one Internal Auditor who has at least three years experience in auditing the accounts of Government Departments/PSU's and familiar with rules and regulations of Government organisations, who would attend the office regularly from Monday to Friday from 9.30 AM to 06.00 PM. In case of exigency the Internal Auditor is required to attend the office during holidays and after working hours also.
2. Review of action taken for recoveries of loans and advances outstanding for more than two months.
3. Review of action taken for payment to supplier, contractors and other outstanding for more than two months.
4. Payment vouchers of all contracts for Civil and electrical works vouchers above Rs.10,000/-.
5. Review of cash handling procedure, surprise check of cash balances once in a month.
6. Verification of investment documents.
7. Review of timely receipt of interest on investment and their maturity value.
8. Review of timely investment of surplus funds.
9. Review of incomplete works and investment in fixed assets.
10. Disaster funds: Utilisation and the adjustment in accounts.
11. Verification of fixed assets once a year and other assets in a phased programme over the year.
12. Bank Reconciliation.
13. Provident Fund Accounts, Establishment salary expenditure.
14. Advice on taxation matters.
15. Pre-examination of Annual Accounts.
16. Auditing the regular routine files of financial matters and payment files.
17. Submission of quarterly internal report.
18. Any other work assigned from time to time by the Management.