C.V. Raman Global University
Bhubaneswar - 752 054 (Odisha)

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Job Description for Auditor

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India during 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 & 2025.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded "Skill Champion" by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2022), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

.Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon'ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. SwagatikaMohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- SafiaAktar, AnshuKumari, and Radhika Rani Panda won the 1st prize at "10-Hour Women Hackathon" organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the VisweswarayaPrativaPuraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.

What We Offer

- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD Programs: 15

Where You Come In

CV Raman Global University is seeking a highly motivated and detail-oriented Auditor to join our Finance Department. The Auditor will play a crucial role in ensuring the accuracy, compliance, and efficiency of the University's financial operations. This position involves conducting regular internal audits, evaluating financial records and processes, and assisting in the implementation of effective control systems. The ideal candidate should have strong analytical skills, a thorough understanding of auditing principles, and a commitment to maintaining the integrity of financial reporting.

Supervision Details:
- Immediate Supervisor: Vice President
- Indirect Supervisors –President ,Vice Chancellor, CFO, Registrar
- Working Relationship: Deputy Registrar, Asst. Registrars, Section Officers, Personal Assistants, HoDs of all departments.
- Work Schedule: Monday to Saturday
- Salary Information: Salary commensurate with qualifications and experience.
- Job Location: Bhubaneswar campus of CGU

Duties & Responsibilities:
The duties and responsibilities of the position include, but are not restricted to, the following:

- Check bank reconciliations and give comments, if any.
- Carryout Pre- Audit/ Concurrent Audit/ Audit including physical verification of different departments/ sections of Group of Institutes on regular intervals and submit reports to the Authorities.
- Suggest ways and means for streamlining the process of receipt issuance and maintenance of stocks, machinery, equipment & other assets.
- Guide all departments/ sections to maintain correct records, registers & documents.
- Help the University succeed by consistently providing sufficient, robust, independent and objective assurance on, and valued help, insight and advice about the design and operation of effective governance, risk management and internal control arrangements.
- As a critical part in the University's governance process, provide Audit Committee with appropriate reports insight and other support including the provision of an annual report and opinion to enable it to fulfil its responsibilities in relation to risk mitigation and control.
- Maintain a broad understanding of the strategic objectives and operational processes (and associated risks) throughout the university in order to provide a context for audit opinions and activity. Fellow up on agreed management actions and report progress to provide assurance that appropriate steps are taken on a timely basis to minimise risk exposure.

- Develop and implement an institutional risk-based audit strategy, encompassing the entire breadth of the University's activities and an operational work plan for approval by Audit committee so that audit opinions can be provided in the most effective and efficient manner.
- Manage the effective execution of the agreed plan, keeping it under review and adapting it as necessary.
- Provide leadership and management to the Audit team, driving a shared commitment to deliver quality and value add outcomes aligned to the audit strategy. Proactively invest in personal and team development that drives a high-performance culture ensuring that all audit work is undertaken to the highest professional standards and in line with best practice.
- To perform all other duties/ tasks as and when assigned to you from time to time.
- Comment on Budget Vs Actual expenditure.

Who Are We Looking For

- First Class (60%) career throughout.
- Commerce graduate with ICWAI/CA/CPA/CIA/CS/Certification by IIA/ISACA/CISA.
- 1 to 2 years of relevant experience as Auditor in higher education institution sectors / related industry.
- Experience in using the Tally ERP package along with various new updates.
- Strong knowledge of financial regulations, accounting principles, and auditing standards.

What We Expect from You as the Auditor

As an Auditor, you will play a vital role in upholding the integrity of the University's financial systems. We expect you to bring your expertise, diligence, and professionalism to ensure transparency, accuracy, and compliance in our financial operations.

For more details, visit us at **https://cgu-odisha.ac.in/.**

Want to be a part of Our Organization?

Please write to us and share your updated CV/ Resume at recruitment@cgu-odisha.ac.in and apply on https://recruitment.cgu-odisha.ac.in/. We eagerly await to hear from you.