



Internal auditor at BNHS

Prerequisite:

1. Auditor or his firm must have an experience of having audited Charity organisations with annual budgets exceeding INR 25 Cr., and having experience of relevant compliances under Society's Registration Act 1886, Bombay Public Trust Act 1950, FCRA 1976, Income Tax Act and other relevant financial acts.
2. Reference check from any two reputable private or charity organisations of experience with said auditors

Objectives:

1. Assist Finance officer in preparing a budget in line with BNHS objectives and GC directives
2. Lay down policy guidelines as per the best practices of similar organisations or review current policy guidelines on all types of expenditure which includes:
 - a. travel and local conveyance
 - b. Food reimbursements-field and cities
 - c. purchase of project assets
 - d. office purchases and office assets
 - e. guidelines for market oriented activities of BNHS e.g. printing of publications, nature camps, travel bookings, purchases by Central Marketing Department (CMD)
3. Bimonthly internal audit for check whether expenditure is as per the budget, guidelines and GC directives
4. Pre audit of all non-budget items and all purchases above INR 25 Lakh.

Scope of Work:

1. Internal Audit of all the transactions on a post facto and Project & Salary Expenses on Pre Audit basis
2. Verify and Update statutory compliance status for GC/Office bearer/committee meetings
3. Certificates for foreign remittances & Grant Utilization Certificates
4. Other necessary support on Financial & Statutory matters

Project related:

1. Design appropriate management structure for implementation of project including reporting & communication channels
2. Design appropriate reporting system
3. Suggest if changes required in the accounting & Budgeting system for recording financial transactions including capitalisation

4. Review of all documents (LOI, Tenders, PO, Work Orders, Contracts, etc.) during its finalisation
5. Verification of all project expenditure with supporting documents and settlement of project advances
6. Review of under & over recovery of personnel costs on a quarterly basis
7. Review & report financial status of all projects on quarterly basis including funding position
8. Review project cash flow related MIS statements
9. Provide utilisation reports for project funding and any other reports for project implementation/
execution
10. Attend committee meetings related to finance, when required
11. Any other project related work