

**Job Title:** Audit Associate

**Company:** Scan Global Services Private Limited

**Location:** Indore

**About Us:**

Scan Global Services Private Limited is a Consultancy firm specializing in providing assistance to US-based CPA, Tax professionals and US Corporates.

**Job Description:**

We are seeking a highly motivated and detail-oriented Audit Associate to join our team at Scan Global Services Private Limited. In this role, you will play a crucial part in assisting US-based CPA firms with audit engagements and regulatory filings. You will work closely with experienced auditors and gain valuable exposure to the auditing and financial reporting process.

**Key Responsibilities:**

1. Collaborate with audit teams to gather, organize, and analyze data and documentation.
2. Assist in the preparation and maintenance of audit workpapers, ensuring they meet regulatory standards.
3. Conduct preliminary analytical reviews of financial statements and documents.
4. Assist in identifying and documenting audit risks and potential issues.
5. Support the audit process by verifying compliance with Generally Accepted Accounting Principles (GAAP) and relevant regulations.
6. Participate in meetings and discussions with clients and auditors to address queries and provide necessary information.
7. Review draft financial statements and footnotes.
8. Stay up-to-date with changes in accounting standards and regulations relevant to audit engagements.
9. Maintain confidentiality and adhere to ethical standards in handling sensitive financial information.

**Qualifications:**

1. Bachelor's degree in Accounting, Finance, or related field. Chartered Accountant, Semi Qualified Chartered Accountant, Candidates pursuing ACCA, CMA, CPA will be preferred.
2. Knowledge of accounting principles and auditing standards (GAAP), Knowledge of US GAAP, IFRS, PCAOB Rules will be preferred.

3. Experience of minimum 1 years in similar role is a must.
4. Strong analytical and problem-solving skills.
5. Excellent attention to detail and organizational abilities.
6. Effective communication and teamwork skills.
7. Proficiency in Microsoft Excel.
8. Ability to work under deadlines and handle multiple tasks simultaneously.
9. Willingness to learn and adapt to changing regulations and industry standards.

To apply, please submit your resume and a cover letter outlining your qualifications, experience and interest in the Auditing role at Scan Global Services Private Limited. We look forward to welcoming a dedicated and talented individual to join our team.