WishTree
CONSULTANTS

JOB OPENING — SENIOR AUDIT EXECUTIVE (INTERNAL AUDIT)

Company: Wish Tree Consultants Private Limited, Chennai
Department: Internal Audit
Mode: Full-time | On-site

Role Overview

We are seeking a skilled **Senior Audit Executive** who can independently manage internal audits, compliance reviews, and reporting across multiple clients. The ideal candidate must have strong Chartered Accountant firm experience and the ability to deliver accurate, high-quality work within timelines.

Key Responsibilities

- Execute internal audits, process reviews, and control checks.
- Verify correctness of entries in Tally/Zoho Books with focus on GST/TDS mapping.
- Prepare audit working papers, MIS reports, schedules, and ageing analysis.
- Identify process gaps and suggest practical improvements.
- Coordinate with clients to obtain records and clarifications.
- Provide support and guidance to junior audit staff as required.
- Maintain proper audit documentation.
- Report progress and audit findings within agreed timelines.

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Required Skills & Experience

- **3 - 5 years prior experience** in a CA firm.
- **Industry experience will not be considered.**
- Strong knowledge of **Tally, Zoho Books, GST, TDS.**
- Proficiency in **MS office.**
- Strong analytical skills, problem-solving mindset & time management.
- Ability to independently manage multiple clients.

How to Apply: Email- director@wishtreeconsultancy.com | **WhatsApp** – 81244 22221

Salary Package: We offer a competitive, market-aligned compensation structure based on experience and capability.

Join a Growing Professional Team

Structured growth | Client exposure | Learning environment | Performance-based increments

Office Location

+91 81244 222211
+91 81899 66660
2nd Floor, A -Block, Door No 6, Old No 30,
6th St, Annanagar East, Chennai, Tamil Nadu 600102
director@wishtreeconsultancy.com
www.wishtreeconsultancy.com

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JOB OPENING — ASSISTANT MANAGER (INTERNAL AUDIT)

Company: Wish Tree Consultants Private Limited, Chennai
Department: Internal Audit
Mode: Full-time | On-site

Role Overview

We are looking for a high-performing **Assistant Manager – Internal Audit** to lead end-to-end audit operations, oversee multi-client engagements, and drive timely, accurate, and insight-driven reporting. The ideal candidate brings strong technical expertise, proven leadership capability, and solid Chartered Accountant firm experience, with the confidence to own planning, execution, review, reporting, and team development.

Key Responsibilities

- Lead and manage the internal audit function and ensure smooth execution of assignments.
- Plan, allocate, monitor, and review audit work across multiple clients.
- Ensure timely completion of audits with accurate reporting and documentation.
- Perform process reviews, control checks, SOP evaluations, and risk-based audits.
- Review audit findings, working papers, and trackers, ensuring documentation discipline.
- Set monthly team targets, monitor progress, and drive on-time completion.
- Train, mentor, and guide audit executives and junior audit staff.
- Communicate with clients and resolve queries professionally.
- Improve audit methodology, templates, workflows, and documentation practices.
- Provide timely audit progress reports and performance updates to management.

Required Skills & Experience

- **5–8 years** of prior experience in a Chartered Accountant firm.
- **Industry experience will not be considered.**
- Strong expertise in internal audit, process review, controls, and documentation standards.
- Good working knowledge of **Tally, Zoho Books**, and accounting systems (review level).
- High proficiency in **MS office.**
- Strong leadership ability and capability to manage the department independently.
- Strong analytical skills, decision-making ability, and multitasking capability.
- Ability to meet deadlines, achieve targets, and maintain audit quality.

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