

INDIAN RED CROSS SOCIETY
Personnel & Administration

Indian Red Cross Society (IRCS) inviting applications for filling the post of Internal Auditor of the Society, IRCS, NHQ, 1-Red Cross Road, New Delhi-110001

The Indian Red Cross Society is a voluntary humanitarian organization, established under the IRCS Act XV of 1920, having a network of over 1200 branches throughout the country, providing relief in times of disasters/emergencies and promoting health & care of the vulnerable people and communities. It is a leading member of the largest independent humanitarian organization in the world, the International Red Cross & Red Crescent Movement. The Mission of the Indian Red Cross is to inspire, encourage, and initiate at all times all forms of humanitarian activities so that human suffering can be minimized and even prevented and thus contribute to creating a more congenial climate for peace.

Position open: Internal Auditor

No. of positions: 1 (One)

The details of qualifications and scope of work, responsibilities and remuneration are in Annexure.

HR Manager

Annexure

Scope of work & Responsibility are as follows :-

1. The firm should be based on Delhi. The firm needs to depute one Internal Auditor who has atleast three years experience in auditing the accounts of PSUs and is familiar with rules and regulations of Govt. organizations and who would attend the office regularly from Monday to Friday from 9.30AM to 6.00 PM. In case of exigency the Internal Auditor may be required to attend the IRCS NHQ office during holidays and after office hours also.
2. Review of action taken for recovering loans and advances outstanding for more than two months.
3. The checking of vouchers for all contracts for civil and electrical work.
 - a. Checking of yearly stock verification of NHQ stock
 - b. May be part of various committee as deemed fit by the Secretary General.
4. Review of action taken for payment to suppliers, contractors and other outstandings for more than two months

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. PF Accounts, establishment and salary expenses
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 audit report
18. Check the accounts of expenditure received from the branches under several projects and details of receipt/ issue of relief items stored at different warehouses.
19. Any other work assigned from time to time by the Management.
20. The auditing firm will be also look after the accounts relating to IRCS and St. John Ambulance (India).
21. The minimum estimated amount of the bid is Rs.1.5. lakh p.a.

Applications alongwith the quotation indicating fees in sealed cover for, IRCS complete in all respects superscribed "APPLICATION FOR INTERNAL AUDITOR" addressed to Secretary General, Indian Red Cross Society, National Headquarters, 1- Red Cross Road, New Delhi-110001 must reach on /or before dated 12.12..2024.