

Scope of work

- (A) Development of Standard operating Procedures and internal controls over financial Reporting

Objectives:

- Adequate and appropriate control
- Development of MIS
- Compliance of organizational policies and statutory requirements
- Any other objective from organizational perspective (financial and accounting aspect)

The scope of work shall include following:

- (B) Development of End to End clearly defined SOPS for:
- Cash & Bank Payments (including expenses)
 - Procurement of goods and services including vendor selection
 - Travel & related activity
 - Recruitment process
 - Payroll management
 - Capital expenditure (including vendor selection process)
 - Statutory compliance – GST, Income Tax, Labour laws or any other applicable financial law.
 - General Ledger- Reconciliations, reporting and monitoring
 - Budgeting – budgeting vs actual
 - Revenue invoicing
 - Operational Department activities (Process of TOT and TOA, Affiliation of TP, Empanelment of Assessment Agencies, Assessment & Certification and any other critical function in Operation Department).
 - Any other process that may be deemed necessary.

(C) Risk identification

Designing of internal control over financial reporting in compliance to provisions of The Companies act and guidance note of ICAI

Entity Level Controls

Process level Controls

- Cash & Bank Payments (including expenses)
- Procurement of goods and services
- Property, Plant & Equipment
- Trade Payables
- Human Resource
- Payroll
- Capital expenditure
- Statutory compliance – GST, Income Tax, Labour laws or any other applicable financial law