



Associate Analyst – USI Engagement Service Centers (ESC) – Audit & Assurance Services

Are you a versatile professional who would like to gain global experience? Does making a career in Audit & Assurance services interest you? Do you have strong communication skills and an ability to think critically? Then read on...

Work you'll do

Assists Sr.Analysts/Assistant Manager/Manager on various services provided from ESC –

- Service Delivery:
 - Understands the workflow of the service/project and assumes personal responsibility for completing the areas assigned to him/her
 - Works on the deliverable as per instructed by senior team member and proactively seeks to be informed of the wider project timeline including reviewing and reporting deadlines, and ensures that their work is ready for review on a timely basis
 - Follows the agreed process in the development of deliverables and adopts a structured approach.
- Operations
 - Promptly escalates delays or difficulties in completing the task to more senior team members for appropriate management or resolution.
 - Develops subject matter expertise in the assigned area (Service) and is capable to deliver on more than one service/project independently.
- Team Management/Teaming
 - Maintain regular communication with Quality Reviewer, Engagement team and other stakeholders
 - Work closely with other team members both in India and US.

The Team

Engagement Service Centers (ESCs), as part of the broader umbrella of the Audit Delivery Centers, provide teams with a way to innovate their audit delivery to achieve greater effectiveness and consistency in executing the audit. These groups serve as hubs of highly skilled, dedicated resources that are available to support engagement teams and perform work in a variety of specific areas which helps streamline certain engagement activities, tasks, and processes. Focus is on providing essential support activities with highest quality standards. These activities although administrative in nature are essential for the completion of an audit and are based on the requirements of the engagement and project teams. Such activities include providing services related to Financial Statements which include Trial Balance & Lead Sheets, Tie-Out etc., Pre-Audit services which include Engagement Letters & Client Acceptance procedures, Tracking & Monitoring services which include Independence Support & Group Audit Coordination, Tool-Based services like IConfirm, ICount, MAT & Document Extraction and other Ancillary support activities based on application testing, data review and validation, generating reports in MS Excel, updating MS PowerPoint decks and SharePoint sites etc..

Qualifications and experience

Required:

- Educational Qualification: B.Com, (70% or 7 GPA and above throughout without any running backlogs)
- 0 - 2 years of working experience in a professional services environment
- Excellent verbal and written business communication skills, including ability to communicate virtually comfortably and confidently with the team(s) in the US
- Ability to follow work programs with a high degree of accuracy and attention to detail
- Ability to analyze problems and facilitate solutions
- Ability to handle confidential and sensitive information with appropriate discretion

- Excellent organizational aptitude and interpersonal skills
- Ability to quickly learn technical tools including Microsoft Office applications (primarily, MSWord and MS Excel) and other web-based applications.
- Ability to meet deadlines and work under pressure
- Should be flexible and may be required to work outside of normal business hours during peak periods.

Location: Hyderabad

How you will grow

At Deloitte, we've invested a great deal to create a rich environment in which our professionals can grow. We want all our people to develop in their own way, playing to their own strengths as they hone their leadership skills. And, as a part of our efforts, we provide our professionals with a variety of learning and networking opportunities—including exposure to leaders, sponsors, coaches, and challenging assignments—to help accelerate their careers along the way.

No two people learn in exactly the same way. So, we provide a range of learning resources including live classroom training, team-based learning, and eLearning. DU: The Leadership Centre in India, our state-of-the-art, world-class learning center in Hyderabad is an extension of the Deloitte University (DU) in Westlake, Texas, and represents a tangible symbol of our commitment to our people's growth and development. [Explore DU: The Leadership Center in India.](#)

Benefits

At Deloitte, we know that great people make a great organization. We value our people and offer employees a broad range of benefits. [Learn more about what working at Deloitte can mean for you.](#)

Deloitte's culture

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. We offer well-being programs and are continuously looking for new ways to maintain a culture that is inclusive, invites authenticity, leverages our diversity, and where our people excel and lead healthy, happy lives. [Learn more about Life at Deloitte.](#)

Corporate citizenship

Deloitte is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our clients, our people and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, skill-based volunteerism, and leadership to help drive positive social impact in our communities. [Learn more about Deloitte's impact on the world.](#)

Disclaimer: Please note that this description is subject to change basis business / project requirements and at the discretion of the management.

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