



## Recovery Audit Trainee

- **Vacancy for:** 10
- **Posted on:** May 17, 2018
- **Deadline:** May 27, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Banking / Insurance /Financial Services
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 20,000 Monthly

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- High proficiency in basic computer applications and other tools
  - Strong in Microsoft Excel and Word
  - Good command in verbal and written English
  - Should be very good with numbers and should pay attention to details
  - Should be organized and hardworking, as the auditing process is a long process
  - Rational and logical thinker
  - Team worker
  - Should have ability to analyze and interpret data
  - Proactive attitude
  - Should have ability to work with deadlines and without close supervision
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### Job Description

- Utilizes appropriate audit concepts and proprietary tools/reports to conduct audit by examining a client's accounts payable financial data
- Identifies variances and/or errors in the procurement and payment processes to recover revenue
- Review contracts, agreements, paperwork and electronic documents looking for possible missed opportunities
- Inspects and evaluates client financial information including purchase orders, invoices, statements and freight invoices in order to audit and analyze the client's business operations
- Finds, supports, and documents audit and claims operations
- Produces claims using appropriate audit concepts for writing claims, updating claims management system, and billing claims to client
- Understands and follows overall audit compliance by adhering to specific audit guidelines and meeting audit deadlines
- Provides support for audit team
- Contributes to the success of the organization by helping others accomplish job results; learning new skills needed by the team; finding new ways to help the team

### Company Benefits:

- Competitive Salary
- Provident Fund
- Dashain Allowance
- Accidental and In Hospitalization Medical Insurance
- Paid Holidays
- Various Loan Schemes
- Global Exposure

**Department:** Audit

**Reports to:** Team Lead

**SALARY:** Starting salary is Rs 20,000 per month which will be reviewed after probation period of 6 months is over and then annually thereafter

**Office Timing:** 8:30 am to 5:00 pm

**Working Days:** Monday-Friday

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### **Applying Procedure**

Apply Link : <https://merojob.com/recovery-audit-trainee-8/>

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