

Job Title: Consultant/Assistant Manager

Function: Risk Consulting – Forensic Services (Investigations)

Location: Gurgaon – DLF Cyber City

>> OVERVIEW

KPMG is a global network of professional firms providing Audit, Tax and Advisory services. We have 188,000 outstanding professionals working together to deliver value in 155 countries worldwide.

KPMG in India, a professional services firm, is the Indian member firm of KPMG International Cooperative (“KPMG International.”), was established in September 1993. As members of a cohesive business unit they respond to a client service environment by leveraging the resources of a global network of firms, providing detailed knowledge of local laws, regulations, markets and competition.

KPMG Advisory professionals provide advice and assistance to enable companies, intermediaries and public sector bodies to mitigate risk, improve performance, and create value. KPMG firms provide a wide range of Risk Advisory and Financial Advisory Services that can help clients respond to immediate needs as well as put in place the strategies for the longer term.

>> RISK CONSULTING

Risk management is not the responsibility of a single department it is the responsibility of everyone, from the chief executive down. Past corporate failings have been attributed to lack of accountability, strategy and transparency.

Tougher expectations by regulators and other stakeholders now mean that corporates and financial institutions should demonstrate better discipline, control and responsibility. Failure to keep on top of and comply with existing and emerging regulation could jeopardize reputations and livelihoods. How robust is your governance, risk and compliance program?

Financial risks have probably never been more acute. Capital reserves, credit portfolios, investment policies and capital and debt profiles all demand constant scrutiny to adequately manage and mitigate risk.

Companies should also be vigilant about risks presented by suppliers. A counterparty who defaults on a contract, or whose business collapses, can have serious financial and reputational ramifications for connected parties.

Fraud risks can also increase when cash is tight. Some employees become more opportunistic — and external hackers more resourceful. They find security lax in areas of the business that used to be better resourced ... and they strike. Are your systems and policies sufficiently robust to ward off the risk of fraud?

At the same time, many companies are more likely to pursue litigation for losses that they would otherwise endure in more prosperous times. Disputes arise as they seek to apportion blame to other parties for inappropriate or negligent behaviour that results in financial or business loss. Could you end up as instigator or defendant in a litigation case?

With all these demands, internal audit is in many companies often elevated from pure compliance to a function that regularly reviews the risk profile for emerging risks and identifies trends as it keeps its finger on the pulse of business performance. The chief risk officer, meanwhile, becomes increasingly involved in strategic decision-making where the emphasis is as much on risk as it is on growth.

KPMG firms' professionals provide the experience to help companies stay on track and deal with risks that could unhinge their business survival.

➤ **Forensic Services**

KPMG Forensics over 3000-strong global network of experienced professionals use accounting, investigation, intelligence, technology, economics and deep industry skills alongside consistent global methodologies to help reduce reputational risk and commercial loss, and to improve the value obtained from existing contracts.

The changing nature of business has created new opportunities, but also new risks and potential threats including:

- the increasing sophistication of fraud, organized crime and terrorism more complex legislation and regulations, some with increasing extra-territorial reach
- developing challenges around technology
- complex cross-border disputes
- pitfalls from expanding into emerging markets
- dependencies on unfamiliar business partners more complex supply and distribution channels
- Theft and misuse of intellectual property.

Organizations that effectively monitor and swiftly respond to potentially damaging situations such as these are better placed to deal with them quickly and successfully, while reducing adverse financial, reputational or operational impact.

KPMG Forensic offers robust, practical advice, helping our firms' clients deal with:

- fraud, misconduct and corruption investigations
- tracing funds, assets, companies and individuals
- commercial disputes – providing accounting and financial experts
- regulatory compliance relating to anti-fraud, foreign anti-bribery and corruption aspects
- managing accounting and financial risks on buying or selling a business

- intellectual property, contract management and governance
- Preventing and detecting financial fraud and crime.

We also deploy technology tools to help clients deal effectively with large amounts of data and documentation, to manage and disclose important material or highlight fraud, weaknesses and business opportunities from within corporate data.

KPMG Forensic aims to provide our firms' clients with the tools and services they need to keep on top of the major risks they face.

Our network of over 3000 forensic professionals work in 39 accredited practices within KPMG member firms around the world. The network brings a consistent global approach, combined with a tailored local focus, to sensitive and complicated cross-border engagements.

KPMG Forensic is a trusted adviser to some of the world's leading enterprises. Our teams are located in the major developed markets as well as the key emerging economies in Central and Eastern Europe, Russia, South America, Africa, The Middle East and Asia.

>> ROLE & RESPONSIBILITIES

- Prospects are typically project team members who will be a part of the Forensic Team in handling both preventive and detective fraud related aspects
- Prospects may lead a team of other forensic analysts and executives on engagements
- Consistently deliver quality client services and take charge of the project area assigned to him/her
- Monitor progress, manage risk and verify key stakeholders are kept informed about progress and expected outcomes
- Demonstrate in-depth technical capabilities and professional knowledge. Demonstrate ability to assimilate to new knowledge
- Possess good business acumen. Remain current on new developments in advisory services capabilities and industry knowledge

>> THE INDIVIDUAL

- Should have strong interpersonal and communication (both verbal and written) skills
- Strong analytical and problem solving skills. Possess strong data analytics skills and knowledge of advanced data analytical tools will be an advantage
- Should be a team player and able to work well in a team
- Have an understanding of the accounting, auditing, arbitration, and other civil and criminal legal processes, preferably in international context
- Basic understanding of IT systems, Knowledge of MS office (MS Excel, PowerPoint, Word, etc.)
- Have ability to work under pressure – stringent deadlines and tough client conditions which may demand extended working hours.

- Willing to fulfil client facing role, and be ready to travel within the country and overseas
- Demonstrate integrity, values, principles, and work ethic
- Foreign language – ability to read, write and speak in any of the following languages is preferred – Arabic, Chinese, French, German, Portuguese and Spanish

>> **QUALIFICATION**

- Chartered Accountants plus LLBs/LLMs/PhDs

>> **SELECTION PROCESS**

- Online submission of employment application
- Online psychometric assessment
- Short written test
- Two to three rounds of interviews

>> **COMPENSATION**

- Compensation is competitive with industry standards
- Details of the compensation breakup will be shared with short-listed candidates only

>> **PEOPLE BENEFITS**

- Continuous learning program
- Driving a culture of recognition through 'ENCORE' our quarterly rewards and recognition program
- Comprehensive medical insurance coverage for staff and family (conditions apply)
- Expansive general and accidental coverage for staff
- Executive Health checkup (Manager & above, and for staff above the age of 30)
- Les Concierge desk
- Internal & Global mobility
- Various other people friendly initiatives
- Strong commitment to our Values such as CSR initiatives

The opportunity is now! If you are interested in being part of a dynamic team, serving clients and reaching your full potential – KPMG Forensic is for you!



Job Title: Analyst/ Associate Consultant

Function: Risk Consulting – Forensic Services (Document Review Services)

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Fortify your business. KPMG firms' professionals provide the experience to help companies stay on track and deal with risks that could unhinge their business survival.

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>> KEY RESPONSIBILITIES:

- Perform substantive document review through various eDiscovery document review platforms
- Review and code documents for responsiveness, relevance, confidentiality and various types of privilege
- Assist foreign clients with document preservation on enterprise users and systems
- Consulting and advising to identify and recommend eDiscovery best practices based on Sedona Principles, US Federal Rules of Civil Procedure, etc.
- Function independently with minimal supervision on tasks assigned, enquire and consult when required
- Work as a solid team player and ability to gel with others
- Complete assignments and tasks in a timely manner, meet deadlines; overtime may be required
- Well-organized with ability to multi-task and manage competing tasks in a fast-paced work environment
- Network to build professional relationships within and outside the Firm
- Actively engage in knowledge sharing and documenting and disseminating lessons learned
- Find avenues to learn and contribute to the firm's standards of code of conduct, ethics, values and client satisfaction standards, and firmly comply with these

>> REQUIRED SKILLS AND QUALIFICATION:

- BA/ BBA +LLB or 5 years course or LLM or PhD – full-time from a reputable university/law school in India
- Positions open for those graduating in 2018, as well as those graduated over the last two to three years
- Strong attention to detail, conscientious and ability to prioritise work.
- Critical thinking, strong reasoning ability, sense of logic.
- Ability to absorb, execute and advance complex work direction.
- Strong communications skills, including a solid background in English and grammar, good drafting skills.
- Good knowledge of technology and various software. Specific training on eDiscovery tools will be provided and is not a pre-requisite.



- Foreign language – ability to read, write and speak in any of the following languages is preferred – Arabic, Chinese, French, German, Portuguese and Spanish

>> PEOPLE BENEFITS

- A strong learning culture
- Quarterly rewards and recognition programme – ‘Encore’
- Comprehensive medical insurance coverage for staff and family
- Expansive general and accidental coverage for staff.