

TATA TRUSTS

Role Details		
1.	Role	Senior Executive - Internal Audit & Compliance
2.	Function Sub-function	Finance, IA, SCM, Admin Internal Audit
3.	Location	Mumbai
4.	Reporting to	Head - Internal Audit
5.	Employment type	Fixed Term Employment – 3 years
6.	Grade equivalent	5

Brief Job Description:	
1.	Facilitate internal audits for Tata Trusts including, but not restricted to grantee audits and special audits (if any).
2.	Liaisoning with the auditors, grantees and program officers regularly to schedule and conclude audits.
3.	Frequent visits to the grantee locations to conduct grant utilisation audits and reporting the findings.
4.	Review and finalisation of grant utilisation audits and Tata Trusts internal audit reports.
5.	Participate in meetings with team members and auditors to finalise audit issues and manage responses.
6.	Regular follow-up to obtain compliance & audit updates, reviews and closure of open issues.

Key Accountabilities:	
1.	Risk assessment and monitoring
2.	Audit planning
3.	Compliance and regulatory oversight
4.	Audit reporting

Stakeholders	
Internal	All departments of Tata Trusts
External	Auditors, Grantees

Job Specifications

Knowledge:
<ul style="list-style-type: none"> Thorough knowledge of statutory requirements and internal audit Knowledge of auditing and accounting standards and practices
Competencies & Skills:
<ul style="list-style-type: none"> Working with people Persuasion and influencing Presenting and communicating skills Analytical Planning and organizing Adhering to principles, values and confidentiality
Experience:
<ul style="list-style-type: none"> 3 – 5 years preferably in the social/development sector
Qualification:
<ul style="list-style-type: none"> ICWA/Inter CA/ CA

- Please Note:** - 1. Compensation shall be in line with industry standards.
2. Willingness to travel extensively to remote areas.