

TATA TRUSTS

Role Details		
1.	Role	Deputy Head, Internal Audit & Compliance
2.	Grade	Equivalent to Grade 2
3.	Function Sub-function	Internal Audit
4.	Location	Mumbai
5.	Nature of Employment	Fixed Term Employment – 3 years
6.	Reporting to	Head - Internal Audit

Role Overview:
Lead financial monitoring and internal audits for Tata Trusts and its associate organizations, ensuring transparency, compliance, and effective fund utilization across Trusts initiatives. Independently conduct financial reviews of supported projects, including field visits, and collaborate with external auditors for audit planning, execution, and closure. Support stakeholders with issue resolution, manage audit MIS, drive closure of audit observations, and contribute to policy formulation through interpretation of regulatory changes. Prepare strategic reports and presentations for senior leadership.

Key Responsibilities:
1. Active involvement in the Tata Trusts (Head Office and Associate Organizations) audits / financial monitoring reviews conducted throughout the year.
2. Planning / sampling / attending kick-off meetings/ review meetings and closure meetings conducted for finalization of internal audit reports along with the external audit firms.
3. Preparing the annual budget /audit coverage / scope for all the Engagements
4. Independently conducting Financial Review of Projects supported by Tata Trusts (Including visit to locations). Identifying areas of concerns and ensuring that the funds get utilised for the purpose sanctioned.
5. Guiding teams and providing practical solutions to the issues being encountered by the stakeholders.
6. Rigorous follow up with stakeholders for submission of data for closure of open audit paras. Validating submissions and formal closure of open audit paras with external auditors.
7. Maintaining real time updated MIS for open audit paras and sharing data with the stakeholders on a regular basis.
8. Interpretation of statutory/ regulatory changes & assisting in defining policies to be implemented.
9. Preparing reports/ presentations for Tata Trusts Management as required.
10. Maintaining cordial professional relationships with External Auditors and other agencies.

Stakeholders	
Relationship (within organization)	Program Teams, Support Function Teams, Associate Organization & Section 8 Entity Teams and Senior Management of Tata Trusts
Relationship (outside organization)	Partners/ Grantees and Members of Audit Firms

Skills & Competencies:
• Excellent Analytical & Communication Skills
• Thorough knowledge of statutory and internal audit
• In depth understanding of auditing and accounting standards
• Dedicated individual adhering to principles, values and confidentiality
• Ability to prioritize, multitask and meet deadlines
• Ability to work effectively as part of a team

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- Flexibility and willingness to travel extensively for audit requirements which may span up to 15 days a month

Essential Qualification & Experience:
• Qualified Chartered Accountant
• Minimum 15-20 years' experience in Internal/ Statutory Audit
• Experience / Knowledge of the social sector

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