

TATA TRUSTS

Role Details		
1.	Role	Assistant Manager, Internal Audit & Compliance
2.	Grade	3
3.	Location	Mumbai
4.	Reporting Manager	Head - Internal Audit
5.	Employment Type	Permanent (On Roll Employee)

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.	Streamlining processes and assisting in roll out of SOPs as required.
7.	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.
8.	Maintaining real time updated MIS for open audit paras and sharing data with the stakeholders on a regular basis.
9.	Continuous review of IT applications and systems used across the organisations.
10.	Interpretation of statutory/ regulatory changes & assisting in defining policies to be implemented.
11.	Preparing reports/ presentations for Tata Trusts Management as required.
12.	Maintaining cordial professional relationships with External Auditors and other agencies.

Stakeholders	
Relationships (within the organisation)	Program Teams, Support Function Teams, Associate Organization & Section 8 Entity Teams and Senior Management of Tata Trusts
Relationships (Outside the organisation)	Partners/ Grantees and Members of Audit Firms

Job Specifications

Competencies & Skills:	
1.	Excellent Analytical & Communication Skills
2.	Thorough knowledge of statutory and internal audit
3.	In depth understanding of auditing and accounting standards
4.	Dedicated individual adhering to principles, values and confidentiality
5.	Ability to prioritize, multitask and meet deadlines
6.	Ability to work effectively as part of a team
7.	Flexibility and Willingness to travel as required

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Essential Qualifications & Experience:	
1.	Qualified Chartered Accountant
2.	Minimum 8-10 years' experience in Internal/ Statutory Audit
3.	Experience / Knowledge of the social sector