

TATA TRUSTS

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

Role Overview:

This role involves managing internal audits / grantee audits. Key responsibilities include coordinating with auditors, grantees, and program officers to schedule and complete audits efficiently. The position requires regular field visits to assess grant utilization, review and finalize audit reports, and ensure timely resolution of audit issues. Strong stakeholder engagement, meticulous attention to detail, and proactive follow-up for compliance and closure of audit points are essential for success.

Key Responsibilities:

1.	Facilitation of Internal Audits for Tata Trusts, its Associate Organizations, Grantees and Special audits, (if any)
2.	Conducting Field Visits and reviewing the records maintained by the Grantees
3.	Finalizing the reports / discussing the reports with the grantees and other stakeholders
4.	Regular follow up to obtain compliance updates, review of the updates received and closure of open issues
5.	Updating audit trackers for reporting to the trustees
6.	Participate in meetings with Tata Trust Team members and share the issues noted.

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:

- Thorough knowledge of statutory requirements and internal audit
- Knowledge of auditing and accounting standards and practices
- Strong interpersonal skills to collaborate effectively across teams and with external stakeholders.
- Ability to influence decisions and drive consensus through clear communication and strategic engagement.
- Skilled in delivering information clearly and confidently, both in written and verbal formats.
- Proficient in analyzing data, identifying trends, and drawing meaningful insights to support decision-making.
- Capable of managing multiple tasks, setting priorities, and ensuring timely execution of responsibilities.
- Committed to ethical standards, maintaining confidentiality, and upholding organizational values.

Essential Qualification & Experience:

- ICWA/Inter CA/ CA
- 3 – 5 years of experience preferably in the social/development sector