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| **Job Description** |
| **Job Profile** |
| Job Title | Senior Audit Executive |
| Job Location | TCF Head Office |
| Function/ Department | Internal Audit |
| Expected Travel | Occasional |
| **Profile Benchmarks** |
| Minimum Qualification | MBA / M. Com, ACCA partly / qualified |
| Experience Required | 2-3 years in audit |
| Knowledge and Skills | * Proficiency in MS Excel, Word, Power point, PBI
* Good communication, interpersonal and presentations skills
* Knowledge of ERP Systems and financial statements
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| Job Responsibilities | * Responsible for planning, executing, and completing assigned compliance, financial, and operational audits, as well as special projects, in accordance with the approved annual audit plan.
* Identify key risk areas within the organization and recommend appropriate control measures to mitigate those risks.
* Prepare well-organized, accurate, and comprehensive working papers and audit programs, ensuring that documentation adequately supports audit findings and conclusions.
* Draft clear and concise internal audit reports, highlighting significant observations and actionable recommendations
* Monitor the timely implementation of management's corrective actions in response to audit recommendations.
* Review quarterly financial statements and provide analytical comments and observations.
* Guide and supervise team members, reviewing their work to ensure accuracy, quality, and efficiency in their respective tasks.
* Any other task assigned by the line manager.
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| Applications Deadline: | September 30, 2025 |
| Apply at: | <https://careers.tcf.org.pk/job/senior-audit-executive-3/>  |
| Company Profile or Website: | https://www.tcf.org.pk  |