

JOB DESCRIPTION FOR THE POST OF CHIEF INTERNAL AUDITOR

- (1) Overseeing and managing compliance within the organization, ensuring that the corporation and its employees are complying:-
 - (i) With regulatory requirements; and
 - (ii) With internal policies and procedures.
 - (2) Assisting the management in developing of policies and programs that may result in detection/reporting of suspected fraud and other acts in disregard of propriety including acts of non-compliance.
 - (3) Ascertaining that the internal control systems including financial and operational controls, accounting systems for timely and appropriate recording of purchases and sales, receipts and payments, assets and liabilities and the reporting structure are adequate and effective.
 - (4) Periodical inspection of record pertaining to expenditure & receipts, assets (moveable and immovable) and liabilities.
 - (5) Performing the assignment of Secretary to the Board Audit & Risk Management Committee (BA&RMC).
 - (6) Supervising the internal audit team of the corporation in carrying out following functions:
 - (i) Pre-audit/post audit of receipts and expenditure (operational, administrative and capital) of the corporation.
 - (ii) Pre-audit/post audit of transactions pertaining to gratuity and provident fund of the employees of the corporation.
 - (iii) Co-ordination with the Government auditors and statutory auditors.
 - (iv) Liaison with the audit team as and when may be deputed by respective field audit office of the Auditor General of Pakistan (AGP) for annual/special audit of accounts of the corporation including:
 - (a) Arranging supply of auditable record from the concerned executive divisions;
 - (b) Arranging reply of Observation Memos (OMs) from concerned executive divisions with providing expert advice to the executive divisions over suitability of the proposed reply, wherever found necessary; and
 - (c) Compilation and issuance of Para-wise reply of the Audit Inspection Report/Special Audit Report as and when received from respective field audit office of the AGP by obtaining response from the concerned executive divisions with necessary vetting in internal audit.
 - (v) Compilation and issuance of replies (as obtained from concerned executive divisions with necessary vetting in internal audit) of Draft Paras (DPs) proposed for incorporation in the annual Audit Report of the AGP for Public Accounts Committee (PAC) as and when received from the administrative ministry of the corporation/respective field audit office of the AGP based on the result of audit of accounts of the corporation.
 - (vi) Co-ordination for meetings of Departmental Accounts Committee (DAC) and Public Accounts Committee (PAC) by:
 - (a) Compilation and issuance of working paper containing replies (as obtained from concerned executive divisions with necessary vetting in internal audit) of DPs/Audit Paras for discussion by the DAC or PAC, as the case may be. Such working paper preferably shall be finalized after due appraisal in the in-house meeting(s) as may be chaired by head of the corporation;
 - (b) Participation in the meetings of the DAC and PAC to assist the head of the corporation in the discussion over the audit observations in respective forum; and
 - (c) Follow up with concerned executive divisions for compliance with the directives of the DAC and PAC as well as relevant correspondence with respective field audit office of the AGP for resolving the audit observations.
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JOB DESCRIPTION

Position Title : Company Secretary

Job Description

- The Company Secretary shall arrange following meetings, as and when required by the Management/Directors, Shareholders or if required by the Law:
 - Board Meeting;
 - Annual General Meeting ('AGM');
 - Extra Ordinary General Meeting (EOGM); and
- Executive Committee's Meeting ('ECM')
- Shall set the agenda as per directives of the Chairman of the meeting; and organize, preparing agendas for and taking minutes of Board Meetings, Annual General Meetings, Extra Ordinary General Meetings and other relevant meetings;
- Shall maintain all statutory books, including registers of members, directors, secretaries and minutes of meetings;
- Shall monitor changes in relevant legislation and the regulatory environment and taking appropriate action;
- Shall liaison with external regulators including SECP and advisers, such as lawyers and auditors;
- Shall develop and overseeing the systems that ensures the company complies with all applicable codes, in addition to its legal and statutory requirements;
- Shall be responsible for ensuring that the Board policies are followed and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with;
- Shall attend all meetings of the Board, except law prohibit to attend it, however, he will not be entitled to cast a vote at meetings of the Board;
- The Company Secretary shall collect record of the conflict of interest of any Directors, Chief Executives, if any type of conflict of interest and to place that record at appropriate forum, at appropriate time;
- Compliance of the corporate laws;
- Serving of meeting notice to all the directors/ shareholders/entitled officers, within the provision of Law, Memorandum of Association and Articles of Association;
- And as define in the Companies Act-2017 and / or applicable laws.

Core Skills required

- Excellent communication skills and ability to use sound judgment ability to manage time and workload efficiently, including but not restricted to planning, organizing and prioritizing with proper attention to details.
- Experience of working with senior management including BOD
- Ability to work with ERP based system
- Ability to manage IT based system
- Good grasp of financial analysis

JOB DESCRIPTION

The job descriptions of Chief Financial Officer are as under: -

FINAL ACCOUNTS SECTION:

- (i) To ensure appropriate advice is given to the Management of TCP on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control;
- (ii) To present the financial statements, duly certified under their respective signatures, for consideration and approval of the audit committee and the Board;
- (iii) Preparation of TCP's annual, six monthly accounts and its audit from statutory auditors;
- (iv) Pricing of Commodities (Landed cost) as per instruction of relevant Ministries;
- (v) Subsidy issues i.e. Calculation of Subsidy, lodging of subsidy claim on GoP and pursuance thereof;
- (vi) Reconciliation of Bank accounts;
- (vii) To monitor monthly income/expenditure of the Corporation;
- (viii) To work out periodical depreciation on fix assets;

GENERAL SECTION

- (i) To ensure that Corporation's Financial matters and funds are being efficiently managed in accordance with the relevant laws;
- (ii) Inputs, upon requirement, regarding identification and monitoring of the principal risks and opportunities and ensuring that appropriate systems are in place to manage these risks and opportunities, including, safeguarding interest of the Corporation;
- (iii) Inputs for procurement of goods and services so as to enhance transparency in procurement transactions, in term of value for money and best returns in terms of quality, timelines and eligibility;
- (iv) To establish methodology to record and reconcile balances of various offices of the Company;
- (v) To chalk out the policy in consultation with the Management of TCP in which allocation and charging of expenses/Income between TCP and GoP should be clearly documented. Reconciliation shall also be carried out at regular intervals to ensure that the expenses and income relating to the trading accounts be taken to the O.D. accounts;
- (vi) To supervise/resolve the ERP issues relating for Payments and Receipts;
- (vii) To devise whistleblower anti fraud programme for the company;
- (viii) To devise accounting policies and procedure manual to ensure internal financial controls;
- (ix) To ensure that International Accounting Standards are followed in letter and spirit;

TAX SECTION:

- (i) Supervision of all Tax matters including duties and taxes (port levies), Income Tax, Sales Tax, FED and Provincial Taxes etc which include the e-filing of all returns/statements/payments etc, and computation of Tax;

Any other work assigned to him by the Chairman and Director Finance from time to time.
