

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.

JOB DESCRIPTION

Position Title	: Company Secretary
Job Description	<ul style="list-style-type: none">- The Company Secretary shall arrange following meetings, as and when required by the Management/Directors, Shareholders or if required by the Law:<ul style="list-style-type: none">• 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 defined in the Companies Act-2017 and / or applicable laws.
Core Skills required	<ul style="list-style-type: none">- 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 perform with ERP based system- Ability to manage I.T. based system- Good grasp of financial analysis <hr style="border-top: 1px dashed black;"/>

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 DESCRIPTIONS

Post	Job Descriptions
<p>Manager (Research)</p>	<ol style="list-style-type: none"> 1. Carrying out domestic and global statistical, economic and trend analysis of essential commodities, and draw conclusions and inferences from the same, forecasting trends and suggesting possible policy inputs for imports thereof, 2. Based on the analysis of essential commodities trends internationally suggest/ forecast prices and the opportunities for Pakistan to import, 3. Liaise with other research wings in Public (Ministries of National Food Security, Industries, Commerce etc.) as well as private sector for a collective data sharing and inputs for policy formulation, 4. To prepare analytical brief including detailed analysis for TCP management as well as its BoD in order to identify opportunities about emerging trends and in the field of international trade (at world level), and suggest policy measures for governmental action. 5. Perform any other research task/assignment as may be entrusted by Management, 6. The TCP has right to expand the scope of these TORs, if and when needed <p>The candidate must have research experience at least 5 years, preferably in International Trade in Public Sector, with demonstrable presentation skills and evidence of research carried out earlier.</p>
<p>Manager (Law)</p>	<ol style="list-style-type: none"> 1. To deal with legal cases relating to TCP filed by/against TCP. 2. Filing of suits, appeals, execution applications, petitions and affidavits etc., on behalf of TCP before the Courts of Law. 3. To defend legal proceedings involving the Corporation before various Courts or other forum. 4. To institute or defend legal proceedings in arbitration matters within the country or abroad filed by or against TCP. 5. To engage advocates and assign cases to them. 6. To vet various documents including contracts, draft letters and other correspondence of all divisions when required. 7. To assist advocates in the conduct of cases and to arrange meetings, witnesses, evidence and all other actions necessary for the conduct of the cases. 8. To attend cases in courts and before arbitrators as and when required. 9. To give advice on various matters pertaining to different divisions of the Corporation. 10. To obtain opinion from the Ministry of Commerce/ Ministry of Law & Justice and to correspond with them as and when required. 11. To keep the Management posted of all development in legal cases and to obtain approval for action required to be taken for protection of TCP's rights. 12. To obtain legal opinion from Legal Advisor/ Senior Panel Advocates. 13. To take all necessary actions including correspondence with solicitors in foreign countries regarding TCP's cases in other countries. 14. Any other work assign by the General Manager (Legal) from time to time.

Senior Auditor	<ol style="list-style-type: none"> 1. Assist CIA in preparation of risk based Annual Internal Audit Plan 2. Contribute to the Internal Audit function by identifying risks associated with business objectives and evaluating the controls in place to mitigate those risks in order to improve the effectiveness of risk management control, and governance processes. 3. Adhere IIA standards as far as possible and Internal Audit Manual. 4. Act as an objective source of independent advice to ensure validity, legality and goal achievement 5. Ensure effective deployment and management of internal audit team. 6. Develop audit programs, organize and execute audit assignments as set in Annual Internal Audit Plan in consultation with CIA. 7. Take a lead role in the day to day execution of internal audits; 8. Communicate assigned tasks to engagement team in a manner that is clear and concise ensuring high quality, accurate, and efficient results. 9. Review reports submitted by the audit teams and suggest improvements if required. 10. Provide clear summary reports of audit findings and recommendations to CIA after each audit assignment. 11. Monitor progress of annual audit plan and report to CIA on regular basis. 12. Report and escalate any overdue audit recommendations or significant operational/internal control issues. 13. Evaluate performance of audit teams and suggest training needs if required. 14. Planning and execution of any special audit/investigation as assigned. 15. Perform any other tasks as assigned. <p>Skillset:</p> <ol style="list-style-type: none"> i) Advanced computer skills on MS Office, accounting software and databases ii) Ability to manipulate large amounts of data and to compile detailed reports. iii) Proven knowledge of auditing standards and procedures, laws, rules and regulations iv) Proven knowledge of auditing standards and procedures, laws, rules and regulations v) High attention to detail and excellent analytical skills vi) Sound independent judgment vii) Sound Interpersonal and report writing and communication skills.
Junior Auditor	<ol style="list-style-type: none"> 1. Participate in planning and reporting phases of the audits. 2. Conduct fieldwork phase of the audit based on the work programs at various type of audits designed to add value and improve the effectiveness of risk management, control and governance process. 3. Perform and control the full audit cycle including evaluation of risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives, policies and regulations. 4. Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc. 5. Identify loopholes and recommend risk aversion measures and cost savings 6. Prepare audit findings memorandum and present final reports that reflect audit's results and document processes.

	<ol style="list-style-type: none"> 7. Conduct follow up to monitor management's interventions and maintain record of open audit findings. 8. Conducts special reviews and fraud investigations. 9. Maintain audit files by documenting the audit procedures used and each of the audit report completed. 10. Perform any other tasks as assigned. <p>Skillset:</p> <ol style="list-style-type: none"> i) Excellent command of report writing, ii) Good knowledge of MS Office applications, iii) Strong communication and problem solving skills, iv) Good team player and effective in time management able to work with deadlines. v) Strong analytical skills, ability to get into details, vi) Abides by ethical principles.
Deputy Manager (Finance)	<p><u>Deputy Manager (Final Accounts. Billings. Bank Reconciliation, and audit coordination):</u></p> <ol style="list-style-type: none"> 1. Overall supervision of preparation of final accounts, billings to customers, bank reconciliation process and all types of audit coordination. 2. Checking of entries in ERP system on daily basis for any corrections and adjustments and coordination with other Divisions to ensure that input in ERP is timely and correct. 3. Ensuring on monthly basis, all adjusting entries in ERP... 4. Preparation of quarterly, half yearly and annual accounts 5. Preparation of Management Information System reports as per requirement. 6. Ensure billings to customers and follow-up of receivables. 7. Ensure full compliance of bank reconciliation process on monthly basis and management list of bank accounts for efficient management. 8. Coordination of all types of audits, i.e., statutory audit, government audit, subsidy audit and any other special assignments. 9. Provide information to NAB / FIA / other investigation agencies as and when required. <p><u>Deputy Manager (Finance. Investments and Tax):</u></p> <ol style="list-style-type: none"> 1. Overall supervision of commodity finance, Investments, Letter of Credit process and all taxation related matters under guidance of Chief Financial Officer. 2. Ensure quarterly Cash Credit Limits are obtained and utilized in the most efficient manners according to timelines consistent with MoF, SBP, MoC, commercial banks. 3. Checking and verification of quarterly markup payments. 4. Coordination of subsidy audit. 5. Timely Investment of Surplus Funds and management of Daily Product Accounts in the most financial efficient manner. 6. Ensure Letter of credits are opened and retired in accordance with the tender terms. 7. Verification of bid money and bank guarantees. 8. Ensure all necessary accounting is done in ERP systems on a timely basis. 9. Provide information to NAB / FIA / other investigation agencies as and when required.

Assistant Manager (Finance)	<ol style="list-style-type: none">1. Ensure timely payments processing and update in ERP system.2. Ensure timely processing of check deposits and collections and their accounting in ERP.3. Ensure proper custody of all bank guarantees, check books, original agreements, undertakings, documents related to employees on deputation and all other documents to be maintained in the custody of Finance Department.4. Ensure verification of Rice Inspection Fee through software and record in ERP.5. Preparation of Last Pay Certificates.6. Processing of employee salaries and all employee related payments.7. Deposit of GP Fund, EOBI, Income taxes deducted, and all deductions from salaries in respective heads of accounts.8. Collection of monies from sale of tender documents. ;9. Deposit of all deductions made from salaries in respective government / other accounts.10. Provide information to NAB /FIA / other investigation agencies as and when required.
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