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# Example of Assurance Services Senior Job Description

Our innovative and growing company is looking for an assurance services senior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assurance services senior

* Assisting with managing audit and advisory assignments for a portfolio of varied and dynamic clients
* Coaching and mentoring teams on engagements
* Lead and deliver internal audit , Sarbanes Oxley (SOX) testing, ERM and compliance related projects for clients in various industries
* Train, and mentor associates and interns assigned to the client engagements
* Develop an understanding of the client's business, and become an investment fund industry specialist to understand client specific needs
* Provide support to Scheduler for North regions on all daily activities
* Review and update practitioner and project schedules, ensuring accuracy and consistency
* Ensure staffing requests are dealt with in a timely manner, providing accurate availability and utilisation information
* Take ownership of key processes across the team, such as indent process and training scheduling
* Attend management meetings and take ownership of actions log

## Qualifications for assurance services senior

* Understanding of information technology risks and internal controls
* Ability to write test procedures and execute tests of controls
* Understanding of Service Organization Control, PCI, ISO, HITRUST and/or similar information technology control frameworks
* Ability to manage personal schedule and to lead multiple projects, tasks and deadlines
* Experienced IT security professional with working experience preferred
* Knowledge of TCP/IP, DNS, web, wireless security architectures, technologies from Symantec, Mcafee, Cisco, Checkpoint, Netscreen and other security products is a plus