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# Example of Assurance Services Senior Job Description

Our company is growing rapidly and is looking to fill the role of assurance services senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assurance services senior

* Perform the planning, fieldwork and reporting for operational and financial audits, including preparing audit planning memos, developing and executing test steps, reviewing and analyzing evidence, identifying and assessing risks and control issues, documenting work performed, composing summary memos, and drafting audit reports
* Become a trusted business advisor by developing business relationships and providing value-add assurance, advice and insight to management on governance, risk, compliance, and control improvement matters
* Work regularly and communicate effectively with employees at all levels of the organization to relay findings and recommendations, monitor and help drive remediation efforts to closure, advise on control requirements and improvements, and identify trends and insights
* Help create a collaborative, positive work environment with BAS team members and internal customers
* Conduct work in an efficient and effective manner, monitoring and communicating adherence to project timelines and departmental budget
* Participate and periodically lead external audit direct assistance work projects
* Complete the first-level review of staff work product, providing comments and feedback for improvement
* Develop and present team and department trainings
* Participate in the identification and evaluation of the organization’s risk areas and work closely with internal departments to ensure that appropriate controls have been designed to mitigate identified risks
* Assist the Audit Manager and Supervisor with oral and written presentations to management during and at the conclusion of the audit, discuss deficiencies, recommend corrective actions, and assist in appraising the status of changes to be made

## Qualifications for assurance services senior

* Knowledge of encryption and authentication methods such as 2FA, DES, Digital Certificates, SSL, IPSec and development of DMZ’s
* The following qualification statements reflect the minimum skills and abilities required of the qualified applicant
* Bachelor’s degree plus at least 5-7 years of experience as a business analyst in information services or similar organization
* Advanced knowledge of word processor, Excel, Visio, PowerPoint other desktop and web-based applications to create specialized applications or products of a highly technical nature
* Excellent knowledge of IFRS and / or UK GAAP, technical accounting experience required
* Thorough knowledge of UK GAAP / IFRS