Downloaded from <https://www.velvetjobs.com/job-descriptions/audit-assistant>

# Example of Audit Assistant Job Description

Our company is looking to fill the role of audit assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for audit assistant

* Take into account reputation of the bank at all times, through positive interactions and following policy and process
* Review and complete documentation of scoping, process understanding, risk & control identification, control evaluation and observations in audit toolkit
* Complete daily cash reconciliation from the cash sweep and credit card settlement process, and ensure all entries are accounted for and added to the monthly reconciliation process
* Administers the store audit process by working with Store Operations and other internal departments to ensure compliance expectations and consequences are established and met
* Recommends new reporting to accommodate changes in the business environment and/or requests from internal or external departments
* Plan and carry out risk driven audit assignments
* Assist with pre and post implementation reviews
* Prepare summary reports of audit findings & recommendations
* Provide recommendations of improvement
* Participate in projects and ad hoc assignments

## Qualifications for audit assistant

* Ability to identify potential issues and/or opportunities
* Approximately 6-9 years of internal audit experience from AM, MF, PE, HF, or SMAs
* CIA, CPA, CFA or advanced degree
* Deliver all work-related administration for their team in a complete, accurate and timely fashion
* Relevant professional qualification (ACA, ACCA, CPA preferred)
* Minimum of 4 years auditing experience, preferably obtained in financial service environment