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# Example of Audit Assistant Job Description

Our company is growing rapidly and is looking for an audit assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for audit assistant

* Collect data on potential clients
* Manage audits and analyse audit work performed
* Allocate work in accordance with audit qualification levels to ensure the due performance of an engagement
* Monitor audit-related costs
* Help and participate in training, staff recruitment, and internal certifications
* Participate in all obligatory professional development training or training related to changes to audit standards, accounting, internal policies and requirements
* Compile engagement budgets and analyse audit engagement costs
* Initiates, coordinates, and executes administrative support to the Audit Department
* Provides executive administrative support to senior managers in the organization
* Answers and screens telephone calls in a professional and timely manner

## Qualifications for audit assistant

* CPA/CIA a plus
* A BA or BS degree in Accounting, Finance, Business or equivalent degree
* CIA and/or CPA
* Bachelor's degree with Finance/Accounting major
* Pro-active, disciplined, organized and objective personalities
* Working as part of a team checking client’s financial documents and providing client-focused services, including but not limited to loan and loan loss allowance review, calculation of the banking economic normative indicators, set by the NBU, diagnostic of related party transactions