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# Example of Audit & Assurance Job Description

Our company is growing rapidly and is looking to fill the role of audit & assurance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for audit & assurance

* Adding value by applying your specialist knowledge to your client portfolio
* Assisting in client management and relationship development
* Coaching and mentoring junior members of staff
* Identify technical accounting matters early and assess impact on financial statements
* To assist the Director, Program Assurance in the development of assurance strategies for Programs and Projects
* Carry out End Stage Gate reviews for Programs and Projects
* Carry out health checks as required
* Prepare and submit Assurance reports to Program and Project Boards
* Carry out Go/No countdown reviews and submit status to Boards
* To provide trend analysis on end stage and health check data required by Senior Management at regular Steering Committee Meetings and to adhere to the in house governance framework

## Qualifications for audit & assurance

* Chartered Accountant / Association of Certified Chartered Accountant qualified
* Member of an Institute of Accountants in home/present country, ACCA, ICAEW, American Institute of Certified Public Accountants, in good standing for at least 2 years
* You need to be a full member of your home institute and have experience managing audit teams
* 3+ years of auditing or equivalent experience preferred
* Project management and /or Secretarial diploma would be an advantage
* At least 5 year in a Project Administrator role or as Personal Assistant