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# Example of Audit & Assurance Job Description

Our company is searching for experienced candidates for the position of audit & assurance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for audit & assurance

* Drive the programme of corrective actions to address gaps / risks and work with key stakeholders to help deliver these
* Develop a thorough understanding of the business operating model to support management in the identification of weaknesses and areas where processes need to be strengthened or amended
* Provide ad hoc advice and guidance to managers and staff at all levels including delivery of courses and training sessions where appropriate to address knowledge, skill or compliance gaps
* Proactively anticipate emerging issues and ensure that the review programme supports the business in the most effective manner
* Ensure that each audit is effectively planned, coordinated and reported upon
* Evaluate and understand the impacts of operational, financial and technology risks and controls
* Determine the direction and objectives of the audit engagement
* Conducts cybersecurity and data security and protection audits
* Assist in developing formal written reports to communicate audit results to leadership
* Responsible for coordination and execution of several quality assurance reviews, including providing major input to planning and testing, identification, development, and documentation of exceptions related to quality assurance reviews

## Qualifications for audit & assurance

* Proven success and track record in building, developing growing and sustaining client and people relationships
* Able to develop, grow & sustain client relationships
* Experience in auditing across multiple industries, experience in auditing publicly owned SEC registrants
* Bachelor's degree in Accounting and hold CPA certification
* Preferably a member of MIA/MICPA/ACCA/ICAEW or equivalent
* Highly competent in Microsoft Office