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# Example of Audit Director Job Description

Our company is growing rapidly and is looking for an audit director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for audit director

* Work with leaders throughout the organization to implement proposed changes and develop the necessary tools and mechanisms to support lasting change
* Evaluate the company’s risk profile and perform an annual risk assessment to establish the internal audit schedule for review and approval by the Audit Committee
* Promote the role of Global Internal Audit within the Company and provide input into the continuous improvement of the risk assurance practices
* Direct the preparation and presentation of comprehensive reports on the findings of audits and projects to management
* Together with peers, direct key departmental process improvement initiatives including internal quality assurance
* Assist with preparation of quarterly Audit Committee presentations
* Report periodically to the Audit Committee on status and findings
* Build and maintain cross-functional relationships with leaders throughout the organization to assist creating transparency and ensuring cooperation with various audits and process improvement projects
* Perform special projects, including due diligence of acquisition targets, system implementations, efficiency projects
* Clearly communicate issues, including preparing comprehensive written reports, and pursue effective and timely resolution to issues

## Qualifications for audit director

* Support the Senior Vice President in the oversight of audit work and completion of the assigned audit plan
* Monitor the activities across multiple audits to complete the audit plan, including communication with management, defining the scope and managing the activities of the Lead Auditors
* Deliver internal audit reports which are clear, concise, identify root cause and provide value to management
* Mentor staff, including career development and enhancing team morale
* Regularly interacts with senior and middle management, internal and external peers
* Support the VP of IT Audit to external auditors