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

# Example of Audit Project Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of audit project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for audit project manager

* Leads value added business process and assurance audits
* Conduct audits in complex, judgmental and specialized areas
* Facilitate communication and status reporting
* To prepare, maintain and archive all the dashboards and KPIs related to the follow-up of the ongoing assignments
* To maintain and adjust the forecasted audit plan, comparing anticipated resources to planned assignments in order to avoid carry-over for the following year
* To oversight the stock of outstanding recommendations, providing regular updates and analysis to the Chief of Staff by category and status
* To contribute to various presentations prepared for the Chief of Staff or the Head of Internal Audit (Bilateral meetings with SGUS CEO, SGUS EXCO, DCPE reporting to AUD/GBI)
* To prepare ad hoc analyses requested by the Chief of Staff or the Head of Internal Audit
* The incumbent will be responsible for directing the work of multiple AICs in China and globally throughout the scoping, planning, execution and reporting phases of audit engagements and managing the overall timeliness of completing the engagements
* Typically, the Project Manager will be responsible for concurrent audit engagements and will serve as the primary liaison between the Audit Manager and the internal audit engagement teams

## Qualifications for audit project manager

* Professional designation an asset
* Leadership – ability to lead team and drive change
* In-depth knowledge of financial products with an understanding of the attributes of all investment products, related calculations
* Advanced leadership, project management, and time management skills
* Advanced knowledge of financial reporting risk and risk assessment methodologies, including complex control design
* Minimum five years of experience in learning, education or Human Resources