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# Example of Audit Trainee Job Description

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

## Responsibilities for audit trainee

* Monitors Premium Audit mailbox and email box
* Identify and evaluate risks on audited activities
* Execute and document the assigned work within budgeted time
* Draft of preliminary audit points to raise audit findings
* Follow-up of the implementation of audit recommendations
* Prepare risk assessment & work programs
* Improve audit tools
* Assist with team administrative tasks
* Gain hands-on experience and build a wide variety of business knowledge by assisting in external audits for our clients, providing an examination of their financial records to ensure that the accounts are "true and fair"
* Get to know more about our specific industries so that your knowledge of the peculiarities allow you to become an advisor for our clients

## Qualifications for audit trainee

* B.Com Informatics
* B.Com IT Management
* B.Com Information Systems
* Ability to manage your time and resources to meet commitments in a dynamic environment and following through on details
* Able to build professional relationship with business partners internally and externally
* Strong computer skills (Microsoft Office, ACL, SAP AIS, other CAATS, Visio)