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# Example of AVP, Internal Audit Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of AVP, internal audit. 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 AVP, internal audit

* Provide staff training and support in audit methodology and/or specific technical areas as needed
* Manage and track staff (direct reports) performance to agreed-upon goals and provided regular feedback
* Mentor Senior and Staff level auditor on assigned projects
* Contribute to overall develop & execution of group audit plan
* Participate in recruiting, on-boarding & development of Senior and Staff level auditors
* Lead ad hoc initiatives that impact Internal Audit as a whole
* Maintain professional skills through on-going education and training activities to support company needs
* Lead and execute multiple projects simultaneously
* Perform enhanced issue validation work for high priority and all regulatory issues
* Provide support coverage for various audit areas

## Qualifications for AVP, internal audit

* Collaborate with other members of the company on a daily basis
* Manage the planning, budgeting, scope, execution and delivery of change assurance and global audits
* Document and complete assigned audit work within budgeted time constraints
* Advise senior audit management of ongoing issues and emerging risks
* Liaise and direct the global audit team in the execution of risk audits during the audit
* Raise, draft and clear audit observations with stakeholders