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

# Example of Global Audit Job Description

Our company is hiring for a global 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 global audit

* To be involved in business projects or ad hoc assignments
* Assists with the annual Sarbanes-Oxley scoping analysis to determine the in-scope business units and identification of risks
* Leading the strategic direction of the internal audit function for the company
* Provide support to EPD plants and Global Third Party Manufacturing Operations QA, Distribution QA and Development QA in the timely resolution of issues related to suppliers and TPMs
* Organize logistics for internal meetings/conferences and video conferences which may require liaising with DTTL Meetings and Events Team as necessary
* Review business correspondence, PowerPoint presentations and Excel spreadsheets with direction from partners/directors/team members, paying particular attention to proofreading for accuracy, formatting, editing and branding documents into ready deliverables
* Verification of reimbursement requests for out-of-pocket expenses for the AQMM team and follow-up of budget
* Effectively and accurately manage partners’/directors’ calendars on a daily basis, coordinate meetings and all appointments, and address conflicts or other calendar issues
* Coordinate domestic and international travel arrangements including booking flights, ground transportation, hotels and arranging for business visas as necessary
* Provide back-up administrative support for the Executive Assistant on the DTTL AQMM team as required

## Qualifications for global audit

* Working knowledge and understanding of IT general computer controls, application controls and how they relate to business processes
* Knowledge of a language other than English is a plus
* Excellent MS Office skills (Excel, Word, PowerPoint, Visio), with Oracle skills a plus
* IT and/or IT security knowledge is a plus
* Technology degree and/or audit designation preferred
* Project Management Professional (PMP) or other PMI designations are an asset