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

# Example of Internal Audit Manager Job Description

Our growing company is looking to fill the role of internal audit 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 internal audit manager

* Collaboration with external auditors, overseeing third party audit activities
* As Internal Audit Manager you will have a professional and proactive approach to internal audits
* Performance and supervision of audits, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures
* Communicating the results of audit and consulting projects via written reports and oral presentations to senior management
* Providing input and assistance with the development of the annual audit plan
* Performance of workpaper reviews and development of review notes for supervisor, staff and senior audit associates
* Establishing effective business relationships within the company and assist management in the understanding and adaptation of internal control principles
* Management and oversight for assigned audit associates
* Monitor the effectiveness of remediated activities and work with the business to ensure any residual risks are addressed
* Maintain technical expertise and apply leading practices in audit

## Qualifications for internal audit manager

* Qualified membership of recognized professional accounting body, prefer candidates with Big 4 background (at least 3 years)
* Preferably 5 years of internal audit experience, highly prefer candidates with Retail or FMCG audit experience
* Previous public accounting experience nice plus
* 10 years experience within a buy side organisation ( Asset/ Investment Management) or from Private Equity / Sovereign Wealth back ground
* CPA /ACCA / CIA / CFA
* Extensive experience across conducting front to back audits