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

# Example of Internal Auditor Job Description

Our company is growing rapidly and is hiring for an internal auditor. 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 auditor

* Maintain appropriate confidentiality of information available and release only information allowed under departmental policies and procedures
* Share knowledge with colleagues and peers in the business
* Be open to learn from others through feedback given to you
* Be comfortable to challenge others
* Take into account reputation of at all times, through positive interactions and following policy and process
* Support citizenship agenda across to contribute positively to the communities we operate in
* Working with all levels within the firm, collaborate with process owners and leaders to gain understanding of their business
* Develop process narratives or flows, audit programs, walk throughs, and test procedures for assigned projects
* Utilize TeamMate and ACL audit management software to work through the audit lifecycle, run reports, create dashboards and document trends
* Prepare reports on audit findings and make recommendations based on root causes to reduce risk

## Qualifications for internal auditor

* Provides management with input on performance and the development of others
* Prioritizes and coordinates the work of other auditors
* Leverages knowledge for issues broader than their area of expertise
* Possesses knowledge of Corporate and market area business operations
* Monitors changes within the industry, enterprise, and the auditing profession and incorporates these changes appropriately into their assigned responsibilities
* Provides representation on enterprise projects and initiatives