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# Example of Internal Auditor Job Description

Our growing company is looking to fill the role of 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

* Liaising with senior management across the group
* Lead audit projects, including preparation of planning documents, confirmation of risks and controls, development of audit procedures
* Perform test procedures and document results for SOX, operational, assessments and other compliance audits as assigned
* Identify, assess and report on risks
* Perform internal audits and annual SOX testing (business and technology controls)
* Support Project Lead with planning and coordination
* Help design testing procedures relevant to risk and test/control objectives
* Prepare and maintain audit work-papers
* Identify and document processes, risks, and controls
* Research and communicate best practices

## Qualifications for internal auditor

* Formulate practical, achievable recommendations for resolving reportable findings and works with process owners to set the appropriate remediation plan for deficiencies identified
* Identify potential business process improvements and conduct special projects
* Assist in preparation of internal audit reports communicating findings, recommendations, and resolution of audit issues
* Ensure audits are performed in accordance with internal auditing standards and departmental policies
* Performs other related duties as assigned and must be able to lead audits
* Partners with Accounting and other business partners across the organization for the testing and compliance of regulatory controls