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# Example of Internal Control Manager Job Description

Our growing company is searching for experienced candidates for the position of internal control manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for internal control manager

* Develop and maintain the tools and systems of internal control for business processes, monitoring and tracking gap assessments
* Provide overall support, monitoring and control over implementation of global compliance initiatives (including, but not limited to, anti-corruption, Control Framework)
* In conjunction with Area, conduct planned & ad-hoc risk & internal control assessments of all Head Office & Retail stores processes
* Ensure that all managers are aware of fraud prevention policies
* Operational error review, root cause and remediation analyses
* Conduct planned & ad-hoc PP & IC assessments of all HO & Retail stores processes
* Coordinate activities between Business Unit / Functions and other key players (Assurance, Audit, ) to address a regulatory issues and criticisms
* Assist in the quarterly compliance certification process
* Perform annual balance sheet reviews through a standard review format (Controller’s Model File)
* Maintain strong IT control environments in accordance with the Group Control Framework

## Qualifications for internal control manager

* Educational qualification - University degree or tertiary education
* Bachelor's degree from related major, and at least 3 years managerial audit experience in Big 4
* Previous working experience in auditing TMT industry company is definitely a plus
* Some experience in Operational Risk Management, preferably in a widespread, multi-unit organization or Operations or other relevant business experience
* Some understanding or exposure to RCSA and/or audit methodology
* Good conflict management, negotiation, communication and influencing skills