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# Example of Internal Control Manager Job Description

Our company is growing rapidly and is looking to fill the role of internal control manager. 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 internal control manager

* Review and approve internal audit scope and annual plans
* Plan management testing of controls to ensure successful audit and support planning activities
* Evaluate recommendations to business process improvements and propose chances to RDC and MSD leadership
* Escalate potential control weaknesses, irregularities, discrepancies and deviations from prescribed procedures, policies, and practices to RDC and MSD leadership
* Build strong relationships with audit stakeholders to act as a trusted advisor
* Communicate the objectives and results of the audit in both written and verbal form
* Provide internal control and business process guidance in an advisory manner
* Responsible for safety for all personnel at the traffic control warehouse
* Will manage assets assigned to the traffic control warehouse and ensure equipment is safe and operational
* Track and monitor all assets assigned to the department and ensure equipment is returned timely and in good condition

## Qualifications for internal control manager

* Proactive leader – the ability to see issues as they are forming to implement corrective solutions
* 7+ years of relevant experience in information security and technology risk management in a complex technology environment
* SAP Security and SAP GRC experience required
* Broad understanding of audit, control, and security standards including COBIT, SOX, ITGC, ITAC, etc
* Solid grasp of concepts on a wide array of technology platforms, controls, and IT processes
* Excellent organizational and analytical skills communication skills to build commitment create adherence and report to management