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# Example of Internal IT Auditor Job Description

Our company is searching for experienced candidates for the position of internal IT auditor. 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 IT auditor

* Seek to actively participate and contribute in various training, functions/initiatives which promote your own personal development, , the profile of the department
* Performing and documenting processes and drafting risk and control matrices
* Lead team efforts and as a result will be responsible for the logistics, planning and scoping of scheduled audits
* Coordinate and execute opening, update, and closing meetings
* Assess the reliability and integrity of IT and operating information and the means used to identify, measure, classify, and report such information
* Present audit findings or other relevant information to key stakeholders with respect to the effectiveness and adequacy of risk management, governance, and internal control procedures
* Actively develop, train, and supervise internal talent on a regular /daily/ basis
* Serve as a mentor and coach to staff members
* Drive planning, execution and management of information technology audits IT components of integrated audits
* Depending on assigned engagement, reports to member(s) of the internal audit management team

## Qualifications for internal IT auditor

* Minimum 5-7 years IT / IT Audit experience in top tier or international public accounting firm or manufacturing operations
* Currently working within an audit / assurance role in industry or professional services
* Have exposure to dealing with senior stakeholders within a business
* Related tertiary qualification and a possible extra qualification such as CISA
* Relevant Degree, CIA / CISA Qualified or with a desire to study
* 3 - 10 years in Operational Audit and SOX (IT audit ok) in public OR internal audit