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

# Example of Manager, Internal Audit Job Description

Our growing company is looking to fill the role of manager, internal audit. 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 manager, internal audit

* To plan, carry out and on occasions lead risk driven audit assignments on a functional or area basis under the guidance of a Head of Audit
* Assist the Senior Vice President of Internal Audit in the development of the annual audit plan, strategy and budget to insure coverage of physical and financial assets and risks and compliance with Sarbanes-Oxley compliance requirements
* Assist Vice President in the assessment, tracking, and reporting of Sarbanes-Oxley testing results including control deficiencies
* Provide thought leadership and contribute in developing framework, methodology, programs and tools around new audit areas
* Research and develop new, better approaches in order to improve Internal Audit’s effectiveness
* Responsible for the coordination and execution of multiple audits
* Responsible for the coordination and execution of the supervisory controls testing program in compliance with NYSE Rule 342 and NASD Rule 3012
* Coordinate the execution of outsourced audits and communications with 3rd parties as needed
* Coordinate communications with the external auditors and the execution of audit procedures performed in assistance with the Firm’s annual financial statement audit
* Prepare detailed reports of findings and recommendations for improvement and report audit results to management

## Qualifications for manager, internal audit

* Ability to act with professionalism and diplomacy when communicating with a customer and
* Ability to communicate effectively with all levels of internal management
* Proven experience of Internal Audit plan roll outs
* Development of audit departments
* Strong experience across process/procedure improvement
* Arabic (preferred)