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# Example of Principal Auditor Job Description

Our innovative and growing company is looking to fill the role of principal auditor. 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 principal auditor

* Ensuring timely completion of audit work/assignments in line with agreed milestones and budgets
* Executing all audit work in line with GA audit methodology
* Leading or supporting the lead auditor with the delivery of audits on an assignment basis across the Group
* Supporting the Director of IT Audit and/or Senior IT Audit Managers for each assignment through the entire audit process from planning through to issue management and closure
* Assisting the Director of IT Audit and Senior IT Audit Managers to develop and continuously review an annual risk based audit plan for the Company, aligning to Business Strategy
* Plan audit assignments simultaneously
* Document the key processes and associated controls being examined in the audit
* Manage a portfolio of varied audit assignments to time, quality and budget and have responsibility for reviewing the audit working papers in line with the Group Wide internal audit methodology
* Discuss the audit report and findings with senior line management and for ensuring that appropriate responses are obtained for each issue raised in the report
* Evaluate the design and operating effectiveness of internal controls relating to CRegO/CEOs divisional risks

## Qualifications for principal auditor

* The candidate is expected to hold a Bachelors Degree or higher, and accountancy or other equivalent professional qualification
* Experience auditing various XVA, including Credit Valuation Adjustment (both accounting regulatory) and Funding Valuation Adjustment (FVA) in a large, complex and multinational financial institution
* Conduct CRegO/CEOs divisional risk assessment for the Americas region
* Develop and maintain broad regulatory knowledge and experience
* Stay abreast of business/industry changes and their effect on the department’s audit plan, methodology and risk assessments
* Provide oversight/support for major components of an activity within professional practices operations