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# Example of Senior Auditor, Internal Job Description

Our growing company is looking for a senior auditor, internal. 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 senior auditor, internal

* Staying abreast of company and external policies and procedures
* Staying abreast of new legislation and regulatory requirements, and communicating their impact on the company to management
* Where appropriate recommends either changes to or new systems and procedures to strengthen AOI internal controls
* Planning the audit engagement by documenting the planning process
* Identifying and documenting risks and control issues and findings timely
* Producing work paper documentation that is clear and concise
* Effectively leading interviews/meetings to ensure relevant information is obtained for analysis
* Working under moderate supervision to execute audit procedures and updating Audit Management at appropriate times
* Proposing solutions and recommendations to Audit Management when obstacles or problems are encountered throughout the audit
* Managing time to meet established deadlines, milestones, and time budgets

## Qualifications for senior auditor, internal

* 4-6 years of finance, accounting and/or audit role
* Ability to interview colleagues and third parties, at all levels of the organizations, on sensitive and confidential matters, as part of investigations
* Must have the ability to handle multiple tasks in a fast-paced environment
* Demonstrable experience functioning well in different cultures and societies
* Must have excellent judgment and good administrative and organizational skills
* Periodic travel (up to 40% including international travel)