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# Example of Senior Internal Auditor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior internal 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 senior internal auditor

* Assist Senior Manager of Internal Audit with developing strategies to improve internal controls and minimize risk
* Monitor audit progress to ensure completion within allotted time frames
* Draft reports of audit findings, obtain management responses, and issue reports in accordance with Internal Audit departments’ processes and procedure
* Follow up on remediation efforts related to such findings
* Work with management to develop acceptable solutions to address issues or gaps identified and follow-up with management to ensure remediation is adequately implemented
* Prepare accurate, logical and detailed work-papers clearly describing the work performed, testing results and conclusions
* Assist in the planning and organizing the activities of the IA department
* Conduct operational audit engagement as planned in the annual internal audit plan to meet audit engagement objectives
* Perform planning activities for audit projects
* Draft and/or edit internal audit reports

## Qualifications for senior internal auditor

* A minimum of 5 years audit experience from Big 4 and commercial industry
* Appropriate auditing qualification / s (CIA, RO or equivalent)
* Minimum of 8 years of internal audit experience in a professional international business environment
* 3-5 years of experience in an audit role within in a Fortune 500 company or Audit firm
* Minimum 5-7 years internal audit or related experience required
* Ability to use effective delegation skills within work teams and establish and monitor project completion deadlines as necessary to meet overall department and quality assurance goals