



Example of Associate, Internal Audit Job Description

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Our company is growing rapidly and is looking for an associate, internal audit. 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 associate, internal audit

- Analyze the business processes to evaluate the design and effectiveness of the relevant controls by designing and executing tests to validate identified controls, which may require inspection, examination and re-performance of processes
- Engage with audit team members to train, provide and receive updates to various data points for reporting
- Engage with regional reporting representatives to ensure requirements are being met, where applicable
- Engage with audit team members to compile and manage updates on applicability of Legal Entities to the Audit Plan
- Identify areas for improvement in the reporting and metrics processes or output on an ongoing basis
- Lead and participate in audit execution
- Participate in forward-looking ad-hoc projects to support the business in providing insight on critical business decisions and implementations
- Lead audit scoping and execution of the defined audit program steps, in accordance with applicable audit standards, to ensure that all risks and controls are identified and that all work is completed within the agreed time frame
- Lead closing meetings with Senior Management and drive discussions about conclusions and next steps from the engagement
- Direct and review the work performed by internal audit staff, including

Qualifications for associate, internal audit

- Qualified Taiwan SITE internal auditor is a must
- Excellent verbal and written communication skill in both English and Mandarin
- Relevant experience in application technology audit, application development, SQA, information security, technology consulting or other relevant industry experience
- Relevant Certification or industry accreditation (CISA, CISA, CISSP, etc) useful but not required
- Ability to travel at least 50% when needed
- Have excellent knowledge of IT and IT system functioning