



# Example of Assurance Services Senior Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of assurance services senior manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assurance services senior manager

- Assists with various Firm initiatives
- Develop, deploy or simulate technical test cases, and/or POC, and follow up on control issues for proper implementation, at the same time, develop a mechanism/solution to ensure the issue is also adequately addressed across function and locations
- Lead and conduct sensitive investigations (planning, fieldwork, reporting) including interviews/interrogations, collecting and analyzing data, assessing evidence, drawing conclusions, reporting results, recommending solutions and improvements, and following up to ensure remedial action is taken
- Lead anti-fraud efforts including performing fraud risk assessments, examining and evaluating the adequacy and effectiveness of the fraud-related controls, preparing and delivering fraud training, and advising management in the design and implementation of fraud prevention/detection/mitigation policies and procedures
- Work alongside other BAS team members to incorporate fraud risk assessment procedures into the annual audit planning process and fraud detection procedures into the project planning and fieldwork process
- Develop and deliver forensic capabilities including forensic data analytics and computer assisted audit techniques (CAATs) to assist in investigations, audits, assessments, and monitoring to detect and respond to breaches, fraud, non-compliance, and control gaps
- Be a trusted business advisor to management by developing and maintaining

- Stay up to date on trends and technologies, and inform senior leadership of new developments and best practices in investigations and fraud prevention/detection
- Planning and managing significant and complex audits
- Managing and participating in accounting related consulting projects

### **Qualifications for assurance services senior manager**

- You will manage demanding audit engagements in the field of investment management
- You are a Swiss certified auditor (preferably)
- You have minimum 6 years' experience in external auditing in the banking/investment management field, ideally at one of the Big 4
- IT expertise along with ability to learn the business model and the business processes, combining to adeptness at assessing complex IT and business processes environments to identify potential IT, financial, operational, and compliance risks warranting audit attention
- Ability to work in a fast moving, global, complex company environment, to easily adapt between working independently or collaboratively on a team (with various stakeholders and varied personalities), to be effective in new situations, and to work comfortably in ambiguity on unstructured projects and in a multi-tasking environment
- Team player focused on team cohesion and success