

# Example of Audit Leader Job Description

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Our growing company is hiring for an audit leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for audit leader

- Accepting service requests from ADC and their assignment to ADC team members for processing
- Supervising, advising and monitoring assigned ADC team members in the completion and delivery of ADC services
- Reviewing the work completed by ADC staff
- Monitoring the ADC service demand for assigned country/region and working with ADC Leadership to plan staffing needs
- Monitoring assigned team whereabouts on a daily basis, including being the first point of contact for an unexpected absence or timing issues
- Evaluating and counselling assigned team members
- Supporting development & update of ADC processes and trainings
- Build capabilities and understanding of our audit process, foundational audit skills, and effective soft skills
- Lead the organization and execution of audit staff recruiting efforts, scheduling and participation in candidate discussions and interviews
- Evaluate the effectiveness of onboarding programs

## Qualifications for audit leader

- Bachelor's degree in Business Administration, Finance, Accounting, Information Technology or related field (required)
- Ten years (minimum) of professional audit and industry experience with superior advisory and consultative skills
- Professional certification (CPA, CMA, CIA, CISA, PMP, ) (required)

- Comprehensive knowledge of governmental and industry regulatory requirements as they pertain to SOX, is expected
- Strong working knowledge of industry standards for the professional practice of internal auditing and internal control frameworks (e.g., COSO/COBIT)