

# Example of Audit Leader Job Description

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Our growing company is looking to fill the role of 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

- Ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan
- Provide supervision to ensure engagement objectives are achieved, quality is assured, and staff is developed
- Evaluate internal control adequacy and effectiveness
- Assist external auditors with year-end substantive and internal control testing
- Responsible for managing and/or overseeing audit assignment simultaneously
- Responsible for the reviews and drafting of audit conclusions based on the results of the design and operating effectiveness testing completed
- Responsible for audits related to financial reporting and/or financial risk areas, , other areas as needed
- Plan, direct and coordinate the work of auditors by providing guidance and expert advice with respect to practices and standards of the Institute of Internal Auditors, monitoring their progress and providing input in the preparation of performance evaluation
- Conduct complex audits, reviews and studies by developing and recommending solutions
- Conduct preliminary research, interviews with Directors General and the Senior Executive to identify issues for the development of the scope and objectives

## Qualifications for audit leader

- Excellent oral and written communication skills and high proficiency in MS Office products expected
- Knows and applies Honda Philosophy and Honda Quality tools and concepts (DST-PDCA, Situation Appraisal, Decision Analysis)
- Detail oriented with a high degree of analytical skills and demonstrated ability to apply problem-solving techniques
- Able to handle difficult situations and conflict when necessary
- Experience managing supplier relationships and expertise in using License Management systems