



# Example of Audit Project Manager Job Description

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Our innovative and growing company is looking for an audit project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for audit project manager

- Manage complex, cross functional programs that have significant impact on the technology organization and Corporate Audit business
- Generates regular management reporting for both internal audit management and regulatory usage, including standard cross-LOB reporting, fiduciary dashboards, and Board level presentations
- Drives agendas in meetings with cross LOB colleagues Senior Management, holding themselves and others accountable to deadlines
- Partners with Firmwide Fiduciary PMO to ensure Audit data remains in sync with larger reporting
- Facilitating the development of all CDO communications with Audit teams
- Tracking progress against all audit findings and interim milestones and escalating risks and issues when appropriate
- Providing advice and support to the CDO Executive team in line with pre-agreed audit timelines
- Managing inter-dependencies between all participants
- Maintaining key project documentation, including regular status reporting and data gathering cycles
- Self-motivated with a strong aptitude for team collaboration

## Qualifications for audit project manager

- 4 years experience or equivalent in audit program development, internal

- 1 year experience leading others
- 6+ years of experience managing all phases of project management including issue / risk identification and mitigation, change management, tracking dependencies and milestones, and communicating overall project status
- Demonstrate ability to lead large projects
- Finance Services/ Business consultancy background- preferable in audit or compliance
- Must be able to manage multiple tasks and priorities under deadline pressure