



Example of Auditor Associate Job Description

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Our innovative and growing company is looking for an auditor associate. 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 auditor associate

- Contributes significantly to the learning and development of audit staff
 - Maintains expert level GxP knowledge in preferably two regulated domains (GLP/GCP/Non Regulated/PV/IT/GCLP/Animal Welfare) with the ability to provide critical information, advice and guidance on complex quality and compliance issues
 - Provides consultation to business partners when developing CAPAs
 - Conducts simple to moderately complex audits of unit/department/division systems, processes, and controls in accordance with the Standards for the Professional Practice of Internal Auditing
 - Reviews and evaluates organizational controls over financial and non-financial resources for compliance with laws, regulations, contracts, and grants
 - Reviews operations or programs to ascertain whether results are consistent with established objectives and values
 - Through the audit process, grasps an understanding of unit/department/division resources and operations
 - Collects information during the audit process, identifies discrepancies and anomalies, conducts analysis and makes recommendations for management action
 - Prepares relevant documents to support conclusions for audit projects
 - May prepare and assist in communicating audit findings and recommendations to management via written reports and oral presentations
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- Develop and maintain client relationships and deepen your business knowledge (also via training)
- Execute audits with due professional cares and within IIA standards and in compliance with the global CAS methodology
- Minimum 3 years relevant work experience within Financial Services
- Ability to review and develop code
- Good programming skills, C/C++, R/S+, Matlab
- Familiarity with security and control frameworks such as ISO 17799, COBIT, COSO, Common Criteria, FFIEC