



Example of Auditor Internal Audit Job Description

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Our company is growing rapidly and is looking to fill the role of auditor internal audit. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for auditor internal audit

- Develop relationships with company personnel to facilitate adding value throughout the organization
- Identifies, documents, and communicates control gaps, the associated risk(s), and recommendation(s) to IA management through written reports and presentations
- Provides work leadership to lower level auditing personnel on complex audits
- Examines records, documents, methods, policies, costs, and other
- Responsible for writing and presenting the final audit report
- Senior Auditor typically works individually on audits, but can also lead staff auditors or newer senior auditors in performing this
- Responsible for the execution and effective management of the audit work
- Observe and examine transactions, documents, records, reports, and procedures
- On-going communication with business line management to follow-up on previously identified audit issues, execution of testing to close previously identified audit issues
- Support the planning, scoping and execution of local and global audits in accordance with GIA and professional audit standards

Qualifications for auditor internal audit

- Must have good communication skills in English and Chinese and the ability to work in a face paced working environment

controls to determine whether associated risks have been properly mitigated and Security policies are being adhered to

- Professional and effective written and oral communication skills
- Comprehensive understanding of the relationships between risk and controls, and techniques used in the technology environment to mitigate risk
- Knowledgeable of flow charting and report writing
- Knowledgeable about business continuity and disaster recovery risks and objectives