



Example of Auditor Internal Audit Job Description

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Our company is looking to fill the role of auditor internal audit. 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 auditor internal audit

- Managing the tracking of issues and actions arising from internal audit work
- Input to the production of reports for the GMC and Board Audit Committee
- Maintaining relationships with key managers in the business
- Input to relevant committees
- Responding to business requests for support and assistance
- Undertaking special projects and investigations as required
- Support the day-to-day activities of compliance auditing/monitoring program
- Partner with the Compliance and Legal teams in addition to the Internal Audit team
- Conduct compliance audits as coordinated with the Compliance group, likely to include Anti-Bribery/Anti-Corruption audits, distributor/vendor compliance audits, Transparency reporting reviews, Pharma code compliance audits
- Support compliance investigations and audits and support the development of appropriate responses, including remedial measures

Qualifications for auditor internal audit

- Prepares clear and well-organized audit work papers that appropriately document the work
- Ability to elicit requirements from various personalities across organizational and geographical
- The ideal candidate may be a newly qualified accountant (ACA/ACCA) from

- Degree educated (or equivalent) in business including Economics, Finance, Accounting
- An undergraduate business degree is required, an emphasis in accounting or finance is preferred
- A minimum of 3 years of Public Accounting and/or Internal Audit experience is required