



Example of Auditor Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of auditor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for auditor

- Participate in annual risk assessment activities
- Attend audit entrance and exit conferences and participate as appropriate for work assigned
- Assist in documenting processes and sub-processes in the form of walkthroughs, narratives, and flow charts for audit areas in scope
- Interact with clients to help validate the information/communication flow to the audit team is efficient and effective
- Use available technical resources and tools
- Sound knowledge and experience in performing excellent risk-focused fieldwork that complies with the firm's policies and methodologies to identify key challenges and exposures
- Depending on the position's objectives, the candidate may be specialised on certain aspect of financial services
- Assemble work-papers and present audit findings to management for review
- Contribute to the completion of the overall audit process, including the execution of the annual audit plan
- Assess inherent risks associated with key processes and the controls designed to mitigate those risks

Qualifications for auditor

- Confident presentation and facilitation skills and strong interpersonal and leadership skills to facilitate working with auditees and senior management at

- Ability to travel 10 to 12 weeks during the year
- The successful candidate will have 3 years audit experience, or preferably 3-6 years experience in relevant specialty roles
- 1-2 years of experience in audit, SOX testing, or compliance-related field
- Professional certification (CPA, CIA, CFE,) or advanced degree required