



Example of Director, Internal Audit Job Description

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

Responsibilities for director, internal audit

- Verify and sometimes document or re-write the established policies and procedures relevant to the activity which consider the company goals and objectives
- Oversees the development of the annual internal audit plan to evaluate significant business activities, determine the integrity of financial data, and drive the efficiency of operations and compliance with policies, procedures and regulations
- Plan, execute, and report on the Company's annual internal controls over financial reporting (ICFR) audit as required by Sarbanes Oxley, including walkthroughs and test of operating effectiveness of controls
- Develop relationships within Finance and with various levels of management from other departments
- Enhance the Company's documentation of the nature and design of its internal controls within the framework of COSO '13
- In the event that control deficiencies are identified, work with management to evaluate the impact of those deficiencies on the audit, propose solutions, and conduct remediation testing
- Research emerging issues and best practices in risk management, auditing, and accounting
- Report audit results and recommendations to management and Audit Committee clearly and succinctly
- Ad hoc projects to be assigned by Senior Management and/or the Audit Committee

Qualifications for director, internal audit

- Direct higher education industry experience – either in internal audit, finance, or information technology
- FSA with at least 7 years of actuarial experience, preferably in multiple disciplines (e.g., pricing, reserve valuation, hedging)
- Develop a flexible multi-year audit regional plan which leverages the global audit plan
- The approved annual audit plan should include as appropriate, any special tasks or projects requested by Management and the Audit Committees
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certification to meet the requirements of this Charter
- Consider the scope of work of the external auditors, regulators, and internal assurance functions, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost