



Example of Director, Internal Audit Job Description

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Our company is growing rapidly and is looking to fill the role of director, 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 director, internal audit

- Subject Matter Expert in SOX
- Lead regional audit projects ensuring appropriate visibility of international business risks
- Define and execute the long term strategy for the Internal Audit regional presence this should include identifying resource needs and building a highly competent team
- Direct Global Internal Audit's efficient and effective assessment (testing) of internal control over financial reporting (SOX), focusing on areas in scope for shared services working closely with the Shire's Controller's Group
- Leads the team in the assessment and testing of company's systems, processes, methodologies, data, internal controls and governance practices related to financial, operational, compliance, and information technology risks
- Leverages the execution of the annual and engagement audit planning process to the risk information
- Prepares and presents reports to the Audit Committee of the Board of Directors
- Develops an annual budget for the internal audit department
- Update the Annual Risk Assessment and develop an Audit plan
- Evaluate, monitor and report on the control environment while conducting Internal Audits

Qualifications for director, internal audit

- Willing to travel when necessary – approximately 30%
- Collaborate with the Enterprise Risk Management and Regulatory Compliance functions and partner with business and support unit managers to identify, evaluate, and monitor significant risk exposures
- Review the functioning and efficiency of the Compliance and Risk Management functions
- Ensure financial and regulatory information is correct, complete and available in a timely manner to the governance bodies and committees of the Bank, to the CSSF
- Communicate any significant impact to the Bank Audit, Risk & Compliance Committee