



Example of Intern Internal Audit Job Description

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Our company is growing rapidly and is looking to fill the role of intern internal audit. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for intern internal audit

- Support the Internal Audit Team with the delivery and execution of selected audit procedures
- Work closely with the Head of Internal Audit on improving the data analytics capacity of the department
- Conduct financial audits with assistance
- Assist external auditors during year end audit
- Create and run scripts within the analytical tool, IDEA
- Update and organize flowchart documentation for processes
- Conduct inventory reviews at local facility
- Participate in the execution of operational audits and SOX assessments
- Execute other special projects and activities, as assigned
- Interaction to several business functions in the organization

Qualifications for intern internal audit

- General understanding of Information Systems concepts
- Proficient in MS Office software at intermediate level with Excel, Outlook, PowerPoint, and Word
- Juniors, Seniors and Master's students
- Excellent verbal and written communication skills-candidate will write reports to management and verbally communicate with auditees on a regular basis
- Strong analytical skills/critical thinking ability

