



Example of Internal Audit Analyst Job Description

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Our company is searching for experienced candidates for the position of internal audit analyst. 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 internal audit analyst

- Assess adequacy of internal control design
- Present fact-based audit findings (i.e., control deficiencies) to the Internal Audit Manager for inclusion in the audit report
- Support in the execution of corporate audits
- Full scope responsibility for delivery of a complete SOX or Internal audit unit
- You will provide development, training, guidance and expertise to stakeholders and team members related to applications
- Assist auditors through hands-on analysis of firm data and providing insights from it
- Help the audit team understand the tools, approaches and infrastructure available to them
- Extract data from the firm's data stores, profile to identify key features, patterns and outliers, and performing scenario based testing
- Assess the quality of data extracted to understand potential limitations or issues
- Develop visualization analytics and reporting to present scenarios from the data

Qualifications for internal audit analyst

- Ability to work independently with minimal supervision and coordinate the completion of multiple tasks simultaneously

- Understanding of the basics of Finance is preferred
- A financial industry certification (CFA, FRM, PRM) would be useful but not required
- Minimum 3 years work experience, with 1 year minimum auditing experience
- Project management and organisation skills – ability to prioritise effectively, multi-task and meet competing deadlines