



Example of Internal Audit Job Description

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Our company is growing rapidly and is looking for an internal audit. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internal audit

- Review and edit audit plans, work papers, memorandums, analytical papers, and audit reports
- Supervise and evaluate internal audit staff
- Manage the day to day activities of internal audit staff
- Assist in monitoring the design and effectiveness of internal controls on a regular basis
- Make suggestions of process improvement throughout the organization
- Ensure recommendations are clearly presented and agreed to by management and ensure subsequent audit report is issued promptly
- Manage relationship with third party audit firm on co-sourced internal audit assignments
- Stay current on developments in audit profession, industry, and within company
- Work with management in achieving business objectives by creating solutions to improve business operations, while remaining objective and independent
- Draft the audit plan that ensures adequate coverage of all areas of Finance to permit the issuance of an overall opinion on internal controls and risk management practices to senior management

Qualifications for internal audit

- In-depth understanding of MAR and other standards and best practices of the National Association of Insurance Commissions (NAIC)

- Annual travel of 15-20%, possibly including some travel outside of the U.S
- Qualified membership of recognized professional accounting body, prefer candidates with Big 4 background
- 8 years of external and internal audit experience, highly prefer candidates with SOX audit experience