



# Example of Internal Audit Job Description

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

- Maintain client relationships for audit and consulting department
- Grow the audit department to adapt to industry standards
- Ensuring compliance with audit department standards and guidelines for each assigned audit
- Ensure work papers have been reviewed
- Be a source of control knowledge and expertise for the company
- Effectively communicate findings to business area and IAD management on a regular basis
- Analyze the results of audit testing, taking into consideration input from customers
- Work with management to understand customer concerns
- Conduct risk assessments for departments and functional areas
- Work collaboratively with auditee to develop improvements to processes and procedures

## Qualifications for internal audit

- Relevant industry knowledge and experience in setting up Internal Audit functions is a plus
- Fluency in mandarin will be an advantage
- A degree-level education (or equivalent) and post graduate / professional qualifications
- Previous auditing experience (internal or external) would be desirable, but is

- Performing regular inspection to ensure policies and procedures are proper followed among the operational, concentration and diversification risks
- Third Level degree relevant to the role (Accountancy