



## Example of Internal Audit VP Job Description

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Our company is growing rapidly and is looking for an internal audit VP. 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 VP

- Oversee and administer audit administrative operations, including staff supervision (potentially comprising up to 12 associates)
- Lead investigation efforts under the direction of legal counsel, as necessary and appropriate
- Organize audit training events, and assist with onboarding
- Participate in audit engagements covering the Asset & Wealth Management and Commercial Bank businesses including risk assessments, audit planning, audit testing, control evaluation, report drafting and follow-up and verification of issue closure
- Establish strong working relationship with the Business and control groups
- Work effectively with management to evaluate our mortgage insurance businesses, related risks, and related controls including monitoring of aggregate exposures operational and financial processing risks
- Influence and support global integrated audit work which may contain a regional component
- Analyze and validate red flags and exceptions generated from Trading Analytics tool or scripts as part of Continuous Auditing
- Drive/execute audit automation and implementation of project initiatives
- Pro-actively contribute and develop automated routine to focus the audit testing and development of audit process improvements

### Qualifications for internal audit VP

- Superior communication skills a must - verbal, written, presentation, and listening skills
- Internal Audit methodologies and techniques
- Drafting detailed audit reports for Executive management and regulator consumption
- Documenting results in workpapers (detail oriented)
- Establishing and maintaining close working relationships across all levels of audit client management and staff
- Success with on-the-job training and proven ability to develop and lead a team of internal auditors