Example of Internal Control Analyst Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for an internal control analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for internal control analyst

- To prepare summaries of key findings and memos for review by the Line Manager
- Any other ad-hoc duties as assigned by Line Manager
- Review, risk rank, and opine on issues raised through the self-assessment process in conjunction with the appropriate subject matter experts
- The successful candidate will have the overall responsibility to work with the Control Management Team and Global Operations Control to ensure the control environment within the business unit is sound and the business unit is meeting client needs
- She/he will work with Embedded Control Section Manager to complete all control and risk management responsibilities for the assigned business units in accordance with Corporate Policies, Procedures, Regulatory or Legal requirements
- She/he supports management on Business Recovery, Management Reporting, Error Analysis, System/User Access Reviews, Reconciliation monitoring and on-going projects and other business specific control and risk activities where applicable
- The Control Analyst will support Error / Near Miss Analysis to find the root-cause of an incident, and work out recommendations for management to improve the quality of internal controls and minimise the risk of the error repeating
- She/he will compile reporting for Senior Management, which includes risk and

- The Control Analyst must be able to work using a variety of platforms and systems
- She/he will support identification and documentation of business line risks using the Corporate Risk Assessment tool, review policies and procedures and may be asked to support or coordinate information gathering for Internal and External audits

Qualifications for internal control analyst

- Proven experience and application of risk management policies and detailed knowledge of
- Current risk policies and regulatory change impacting the financial sector
- A solid understanding of standard change control policies and procedures and experience working in an dynamic and fast pasted IT
- A solid understanding of access control management, recertification and provisioning/de-provisioning principles
- University Degree in Business Administration or Engineer in Computer Science or Telecommunication or related
- Ability to demonstrate advanced understanding of business processes, accounting fundamentals, audit, internal control, risk management, IT controls and related standards (ICFR, COSO)