



# Example of Internal Controls Analyst Job Description

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Our innovative and growing company is hiring for an internal controls 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 controls analyst

- Completes ongoing risk monitoring and assessment, and plays a key role in the development of the controls environment and testing strategies
- Ongoing controls and testing strategies optimization between Information Technology and Business Process
- In collaboration with the local Controllers, share the testing results with country managers, external auditors and senior leadership to provide a current state of the local and/or global control environment
- Actively work with other stakeholders, at both the local country and global function level, to address issues identified and implement initial short-term and ultimately long-term permanent solutions
- Act as a driver of continuous improvement and innovation of the controls environment
- Provide guidance and support to internal stakeholders as they look to address control deficiencies or make significant process changes
- VIK/Anti-Bribery/Payments to Clients/Sponsorship Asset/Code of Business Conducts/Key Controls/T&E/Sourcing/Record Retention/Physical Security/BCM
- Take initiative to conduct employee awareness sessions
- Ensure all employees to complete required online training
- Be a consultant for all policy related issues

## Qualifications for internal controls analyst

- Proficient with Microsoft Outlook and Word
- Excellent business and communication skills with the ability to focus on the big picture, understand key priorities, communicate clearly and concisely, and bring business acumen to leading the ICE function
- Strong controls and auditing background
- Experience in Internal Audit or other compliance related function
- Strong “customer service” mindset to support business operations, with excellent interpersonal and communication skills, including oral, written, and presentation skills