



Example of Junior Auditor Job Description

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Our company is growing rapidly and is looking for a junior auditor. 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 junior auditor

- Participate in audits, mainly in Bratislava, as directed by the In Charge and in accordance with GIA Financial Reporting Risk (FRR) methodology
 - Participate in interviews with management and staff, document workflows of operations and identify key risks, controls and procedures
 - Document all testing and findings in accordance with GIA FRR Methodology and professional standards
 - Participate in the drafting of audit reports
 - Interact with business management as required and demonstrate ability to develop relationships through strong evidence of audit, technical, and business expertise
 - Assist in DOO activities, including such tasks as GMD and local Audit Committee reporting, QA process, special projects, and staff assistance
 - Perform all work undertaken in line with the department's methodology to ensure that the service provided represents best practice in accordance with appropriate Internal Audit standards
 - Provide concise and high quality reports summarising as necessary the findings arising from audit work
 - Participate in audits across various business lines and support functions within the Americas region
 - Analyze assigned business processes, procedures, risks and evaluating the internal controls, and adopting a risk-based approach
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- Seeks opportunities to build functional skills and technical expertise
- Demonstrate a good understanding of capital market activity products and operational processes, regulatory and legal considerations, and their associated risks (credit, market, operational)
- Graduated from a business school or university with a Master's degree in economics, finance, audit, accountancy or management
- Oxley (SOX) review
- 0 - 2 years of work experience in audit or other relevant experience (preferred)
- Demonstrates understanding of the organization's mission and strategies