



Example of Junior Auditor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of junior auditor. 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 junior auditor

- Assist in and playing a proactive role with special projects
- Must be willing to travel as much as 9 weeks per year
- Participate in the quarterly recommendations follow-up process
- Assist in establishing the Group Internal Audit approach/concept
- Support with ad-hoc requests made by other Group Internal Audit team members locally and globally as needed
- Conducts internal audits of all contracts and lease documents between DFS Customers and the business
- Is responsible for validating all pertinent and binding information to reduce risk and exposure
- Reports errors and findings as needed and more formally through tracking and reporting
- Interacts with internal business partners and make process recommendations
- Adapts to business priorities, strategy and direction

Qualifications for junior auditor

- Integrates and balances big-picture concerns with day-to-day activities
- Generates innovative ideas and solutions to problems
- Identifies opportunities to increase efficiency, simplify processes, & improve performance and provides sound reasoning to support recommendations
- Keeps informed and up to date in own area of expertise

- Must possess strong analytical, written/verbal communication, interpersonal, and relationship building skills