Example of Senior Internal Auditor Job Description

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Our company is looking to fill the role of senior internal 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 senior internal auditor

- Assist the Senior Internal Audit Manager with developing strategies to improve internal controls and minimize risk
- Display a strong professional image to finance and other management in the region and at corporate head office
- Discuss progress of audit including findings with Auditing Management on a current basis during the audit
- Discuss audit findings with division chief financial officer or responsible official of other unit of organization during and at the completion of audit
- Assist in the annual risk assessment utilized by Internal Audit to develop ongoing audit plans
- Continuously improve the comprehensive risk-based internal audit methodology and execute operational, compliance and financial internal audit reviews in line with the methodology to identify control and operational weaknesses and work with the business process owner to create effective management action plans to address the identified gaps
- Complete planning, fieldwork and reporting for all audits
- Undertake other tasks or special projects as and when required by management
- Execution of operational, financial and audits
- Perform risk-based audit work

Qualifications for senior internal auditor

- 4 - 6 years experience in an internal audit or related roles (such as public accounting, risk management)
- Ability to compute and apply concepts such as fractions, percentages, and ratios to practical situations interpret non-complex spread sheets
- Create and execute SOX testing plans
- Estimated required travel is 10%
- 3+ years of Auditing and/or Accounting experience
- Knowledge of current professional Auditing standards, procedures, and requirements