



JD For Internal Audit Manager

Job Title: Internal Audit Manager

Company: [Company Name]

Location: [City, State]

Job Description:

As an Internal Audit Manager at [Company Name], you will be responsible for overseeing and managing the internal audit function within the organization. You will play a crucial role in evaluating the effectiveness of internal controls, assessing compliance with policies and regulations, and identifying areas for improvement. Your expertise and leadership will contribute to maintaining the integrity of the company's operations and financial reporting.

Key Responsibilities:

- Develop and implement a comprehensive internal audit strategy and annual audit plan.
- Lead and manage a team of internal auditors, providing guidance and support in their day-to-day activities.
- Conduct risk assessments to identify key areas of focus and develop audit objectives and procedures.
- Plan, execute, and report on internal audit engagements, ensuring adherence to timelines and quality standards.
- Evaluate the effectiveness of internal controls, risk management processes, and governance practices.
- Review financial and operational processes to identify areas of improvement and recommend appropriate actions.
- Monitor and follow up on the implementation of audit recommendations, ensuring corrective actions are taken.
- Stay updated with industry trends, regulatory requirements, and best practices in internal auditing.
- Foster a culture of ethics, integrity, and accountability within the organization.
- Collaborate with stakeholders across different departments to ensure a coordinated and efficient audit process.



Technical Competency Requirements:

- Demonstrates solid understanding of internal audit principles through accurate application.
- Utilizes proficient knowledge of financial accounting to ensure accurate reporting.
- Applies familiarity with relevant laws and regulations to ensure compliance.
- Conducts thorough financial, operational, and compliance audits with precision.
- Analyzes complex data effectively to identify trends and draw meaningful conclusions.
- Utilizes audit software and data analytics tools proficiently for efficient auditing.
- Presents findings and recommendations clearly and effectively in written and verbal communication.
- Manages projects efficiently, prioritizing tasks, allocating resources, and meeting deadlines.

Behavioral Competency Requirements:

- Leads and motivates teams to achieve high performance and development.
- Demonstrates an analytical mindset with attention to detail and proactive problem-solving.
- Builds effective relationships and collaborates with stakeholders at all levels successfully.
- Maintains integrity and ethical conduct, ensuring confidentiality and objectivity.
- Communicates complex concepts clearly and concisely, influencing others effectively.
- Adapts and thrives in a fast-paced and changing environment with resilience.
- Exhibits strong organizational skills, managing multiple priorities and meeting deadlines.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field. A master's degree is preferred.
- Professional certification such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent is required.
- Minimum [X] years of relevant experience in internal auditing or related areas, with at least [X] years in a managerial role.
- In-depth knowledge of audit methodologies, frameworks, and regulatory requirements.



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- Experience working with cross-functional teams and managing relationships with external auditors.
- Proficient in using audit management software and data analytics tools.
- Strong knowledge of accounting principles, financial reporting, and internal controls.
- Excellent written and verbal communication skills in [language(s)].
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.