

JOB DESCRIPTION TEMPLATE

AI Auditor

An independent assurance specialist who audits AI systems and governance controls against recognized frameworks and reports findings to management.

Department	Internal Audit / Risk Assurance / AI Governance
Reports to	Chief Audit Executive / Audit Director / Head of AI Governance
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	5 to 8+ years

POSITION OVERVIEW

The AI Auditor provides independent, objective assurance over the organization's use of artificial intelligence. This role plans and executes audits of AI systems, models, and the governance processes that surround them, testing whether controls operate as intended across the model lifecycle.

Working closely with internal audit, risk, compliance, data science, and technology teams, the AI Auditor evaluates AI systems against recognized frameworks and regulatory requirements, then reports findings and corrective actions to management.

As AI regulation and conformity expectations mature, the AI Auditor helps the organization demonstrate that its AI is trustworthy, well governed, and audit ready.

KEY RESPONSIBILITIES

AI AUDIT PLANNING

- Build a risk-based AI audit plan aligned to the enterprise audit universe.
- Maintain an inventory of AI systems and prioritize audits by risk and regulatory exposure.
- Define audit scope, objectives, and testing approaches for each engagement.
- Coordinate audit timing with model owners and control owners.

CONTROL TESTING

Design and execute tests over AI governance and technical controls, including:

- Model documentation, approval gates, and change management
- Data quality, lineage, bias testing, and model monitoring
- Access, security, logging, and human oversight controls
- Third-party AI vendor controls and contractual safeguards

FRAMEWORK AND REGULATORY CONFORMITY

Assess AI systems and processes against the NIST AI Risk Management Framework, ISO/IEC 42001, ISO/IEC 42006, the EU AI Act, and internal AI policies, and evaluate readiness for external certification and conformity assessment.

FINDINGS AND REPORTING

- Document findings, root causes, and risk ratings clearly and factually.
- Recommend practical remediation and control improvements.
- Present results to management and the Audit Committee.
- Track corrective actions to closure and validate remediation.

ADVISORY AND STANDARDS SUPPORT

- Advise control owners on effective AI governance controls.
- Support the design of AI conformity and certification programs.
- Contribute to AI audit methodology and testing tools.
- Share lessons learned across audit and risk teams.

CONTINUOUS MONITORING

Use data analytics and continuous auditing techniques to monitor model performance, drift, incidents, and control health between full audit cycles.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Accounting, Information Systems, Computer Science, Data Science, or a related discipline.
- 5 to 8+ years of experience in internal audit, IT audit, technology risk, or assurance, including exposure to AI, machine learning, or data-intensive systems.
- Working knowledge of AI governance frameworks and control testing methods.
- Ability to translate technical AI concepts into clear audit findings.
- Strong analytical, documentation, and stakeholder communication skills.

PREFERRED CERTIFICATIONS

One or more of: CISA, CIA, AIGP, CISM, CRISC, ISO/IEC 42001 Lead Auditor.

TECHNICAL KNOWLEDGE

AI audit and assurance, IT general controls, model risk and model documentation review, bias and fairness testing, data lineage and quality, AI security controls, continuous auditing and data analytics, third-party AI risk, and GRC and audit management platforms.

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