SCAN FOR THE TEMPLATE

JOB DESCRIPTION TEMPLATE

Internal Auditor

The professional who provides independent assurance over controls, risks, and processes through audit planning, testing, evidence, and clear reporting.

Department	Internal Audit
Reports to	Internal Audit Manager / Director of Internal Audit / Chief Audit Executive
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	3 to 6+ years

POSITION OVERVIEW

The Internal Auditor provides independent, objective assurance over the organization's governance, risk management, and control processes. The role plans and executes audits, tests controls, evaluates findings, and reports results that help management strengthen the control environment.

The Internal Auditor works across finance, operations, technology, and compliance to assess whether controls are designed and operating effectively, whether risks are managed, and whether processes meet policy and regulatory requirements. As AI and automated systems become part of operations, auditors increasingly assess the controls around them.

This role suits a disciplined, objective professional who is skilled in testing, documentation, and communicating findings with evidence and independence.

KEY RESPONSIBILITIES

AUDIT PLANNING

- Support risk-based audit planning and scoping.
- Develop audit programs, objectives, and test steps.
- Identify key risks and controls for each engagement.
- Coordinate timing and resources with stakeholders.

FIELDWORK AND TESTING

Execute audit fieldwork with rigor and independence:

- Perform walkthroughs and test control design and operation.
- Gather and document evidence in clear workpapers.
- Evaluate exceptions and determine root causes.
- Assess process, financial, operational, and technology controls.

SOX AND CONTROLS ASSURANCE

- Support SOX testing of internal control over financial reporting.
- Evaluate control gaps and deficiencies.
- Test IT general controls and application controls.
- Track remediation of identified control issues.

FINDINGS AND REPORTING

Document findings, risks, and recommendations clearly, discuss results with management, and prepare audit reports supported by evidence.

TECHNOLOGY AND AI AUDITS

Support audits of technology, data, and increasingly AI and automated systems, assessing governance, controls, and alignment with frameworks such as the NIST AI RMF where relevant.

FOLLOW-UP AND STANDARDS

Track management action plans to closure, and perform work in line with the IIA International Professional Practices Framework and applicable standards.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Information Systems, Business, or a related field.
- 3 to 6+ years of internal or external audit experience.

- Knowledge of the IIA Standards, COSO, and internal control concepts.
- Experience with control testing, SOX, or IT audit.
- Strong analytical, documentation, and workpaper skills.
- Ability to communicate findings clearly and maintain independence.

PREFERRED CERTIFICATIONS

One or more of: CIA, CISA, CPA, CFE, CRMA, depending on audit focus.

TECHNICAL KNOWLEDGE

Internal audit, risk-based audit planning, control design and operating effectiveness testing, SOX and internal control over financial reporting, IT general and application controls, data analytics, workpaper documentation, and audits of technology and AI systems.