

Assistant Internal Auditor Job Description

Duties and Responsibilities:

- Carry out a full audit of an organization; including accessing risk and taking the necessary risk management steps to forestall fraud
- Ensure control management regarding financial reliability and compliance by making sure that directions and regulations are strictly adhered to
- Determine the scope of internal audit
- Prepare and presents reports that clearly reflects the audit results
- Obtain, analyze, and evaluate accounting documentation, reports, and data
- Act objectively by giving independent advice in order to ensure legality and achieve organizational goals
- Maintain and improve on existing open communication with the management and the audit committee
- Assist to document the audit process and prepares audit findings
- Assist to do a follow-up on the audit assignments giving to other auditors
- Strive to continuously develop knowledge in the sector regarding rules, regulations, best practices, techniques and performance standards
- Check all accounting process and clients' databases
- Regularly update clients' accounts so as to function properly
- Study and inspect budgets, balance sheets and other related financial records and statements
- Help to review and proffer solution to internal audit issues
- Check and verify all accounting books and records in conformity with industry standards, best practices, and corporate guidelines
- Ensure total compliance with regulatory guidelines and internationally accepted auditing standards
- Participate in meetings with different departments in order to update audit findings and improve on the audit process

- Work in a team in order to achieve the aims and objectives of the company or organization
- May work for longer hours during audit periods in order to meet certain targets
- Recommend the best and proven ways for an organization or company to avoid fraud and reduce risks
- Do a thorough analysis of the audit reports in order to find out ways how the organization can make more profits and reduce lost
- Supervise, train, and mentor staff, including interns on audit processes; and assess the performance of staff
- Conduct risk assessments and also prepare risk registers for the organization or company
- Prepare financial statements and tax returns, and present same to the management
- Evaluate the internal control of the organization or company
- Work harmoniously with external auditors as requested by the organization
- Performs other related tasks as assigned by the management.

Assistant Internal Auditor Requirements – Skills, Knowledge, and Abilities

- Bachelor's degree in Accountancy, Accounting, or Finance
- Proven teamwork and problem-solving abilities
- Strong ability to work on multiple tasks or assignments
- Possess excellent communication skills
- Able to pay attention to detail
- Possess strong organizational skills
- Possess a high level of professionalism, integrity, and truthfulness in all dealings
- Knowledge of legal and financial systems
- Ability to do proper documentation; possess good record keeping ability
- Possession of sound independent judgment
- Possess strong knowledge of auditing standards, procedures, laws, rules, and regulations

- Possess advanced skills in computer applications like Microsoft Word, Excel, PowerPoint, and other accounting software
- Strong ability to work with people of diverse backgrounds
- Ability to make presentations to a select group within and outside the organization or company.