

# Internal Audit Manager Job Description

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## **Duties and Responsibilities:**

- Assist to develop the organization's yearly audit plan
- Handle audit assignments, review all paperwork and audit reports
- Review the reports that were prepared by other auditors
- Initiate different project planning and help to assess risk
- Develop audit direction for the rest of the auditors in the organization
- Provide leadership to other auditors on various assigned tasks and ensure satisfactory outcomes
- Perform different audit tasks which include preparation, paperwork, and other associated reports
- Help to verify the exactness of different financial situations as they relate to liabilities, assets, expenditures, receipts, and other transactions
- Take part in the coordination of audit assignments and ensure good interactions with the administrators, staff, external auditors and law enforcement agencies
- Participate in the development and implementation of policies by providing short and long-term planning
- Recommend different methods that could help to enhance and improve control procedures
- Work with the management to resolve issues that may have been identified through audit findings
- Conduct follow-up on all the different audit assignments given to other auditors
- Make a research on the latest trends and other issues relating to the industry
- Guide and advise the team in the organization to ensure that the development and processes adopted are legal, and work to achieve a wide range of organizational goals
- Ensure proper documentation of the results of the audit evaluations

- Plan and allocate resources and staff in accordance with their skills and schedules
- Ensure that audit software are up-to-date
- Perform other related assignments as assigned by the management.

### **Internal Audit Manager Requirements – Skills, Knowledge, and Abilities**

- Bachelor's degree in Accounting, Accountancy, or Finance
- Strong knowledge of standards, procedures, and general auditing policies
- Possess great interest in working with different people
- Strong ability to supervise and train employees, including organizing, prioritizing, and scheduling of work assignments
- Effective and explicit communication skills in both oral and written forms
- Ability to analyze and solve problems relating to auditing and related disciplines
- Ability to foster a friendly work environment for team members
- Deep knowledge of the processes of the courts and legal documentation
- Strong knowledge in the area of financial record keeping procedures, laws, and regulations
- Exceptional ability to motivate, persuade, and influence others
- Ability to analyze data and give correct interpretations
- Computer skills: possess knowledge of Microsoft Suites, including Microsoft Word, Excel, and PowerPoint; and also proficiency in the use of audit and accounting software
- Possess good interpersonal skills
- Strong organizational skills, which relates to the prioritizing of workloads and showing a great level of resilience and calmness even when under pressure
- Demonstrate a high level of integrity to be able to adhere to regulations and its total compliance
- Strong ability to take initiatives and make sound decisions.