Senior IT Auditor Job Description

Duties and Responsibilities:

- Carry out review of organizational activities assigned following departmental standards, as well as the Standards for the Professional Practice of Internal Audit
- Following department and professional standards, plan, develop and execute corporate IT audit projects created to provide accurate assessment of operational performance and internal control processes
- Produce and review reports and audit work papers, ensuring effective documentation of results of reviews on assigned activities that have been made, as well as the recommended action that management should take, for easy follow up
- Identify potential IT risks and related issues by applying knowledge of Information Technology industry trends and present IT environment
- Perform the required IT audits of the organization as an individual or working in a team, following both established department standards and the Standards for the Professional Practice of Internal Audit established by the IIA
- Make comprehensive plans to carry out individual audit tasks, including determination of audit objectives, identifying major controls and risks, and creating the right audit program; make recommendation of required budget and staff to complete the project
- Produce report of audit functions to enable the Audit Committee of the Board of Directors and the Corporate and operating management make objective assessment of processes and operations, systems, and planned corrective actions by management
- Take part in major IT initiatives and projects as well as in reviews of security systems and internal controls under development
- Participate in developing and implementing a detailed audit plan that takes into consideration risk assessment, goals and objectives of management, as well as the Board Audit Committee requirements

- Carry out estimation of skills and time needed to complete audit projects; find out potential audit areas; and provide assistance in determining the level of inherent risk
- Participate in special projects or studies such as fraud investigation, risk assessment, due diligence acquisition reviews, audit department policy updates, etc.
- Assist in meeting the requirements for the quarterly and annual SOX 302 and 404 certifications.

Senior IT Auditor Requirements – Skills, Knowledge, and Abilities

- Possess advanced knowledge of network and application vulnerability assessment, IT practices, risk assessment practices, change control, data privacy, and business continuity
- Broad audit experience across various areas of IT, including databases, operating systems, and applications
- Strong proficiency and skills with database applications, including Access and SQL, Microsoft Office and other related technologies
- Strong ability to give attention to detail in addition to organization and project management skills
- Possess sound judgment, business risk awareness, and inquisitive personality; ability to think critically and critic event and outcome professionally
- Strong ability to research and gather information from both business and IT functions
- Strong analytical and problem solving skills to resolve issues promptly as they occur
- Strong ability to work collaboratively and cooperatively with all employees irrespective of their status in the organization
- Strong presentation, verbal and written communication, and interviewing skills
- Exceptional ability to work on and manage multiple projects and responsibilities effectively
- Exceptional interpersonal skills to get other people to put in additional efforts at achieving departmental goals, as well as to build consensus across diverse teams

- Strong knowledge of the various auditing standards recognized in the industry, including ISACA IS Audit and Assurance Standards and Guidelines and Institute of Internal Auditors (IIA) Standards and Guidelines
- Possess Bachelor's degree in Computer Science, Information Systems, or in other related field
- Possess any of the recognized certification in the industry, such as the Certified Information Systems Security Professional (CISSP) or the Certified Information Systems Auditor (CISA).