

## Job Description

Job Title	Audit Manager
Department	Audit Services Unit
Reporting to	Audit Services Unit Manager
Type of Employment	Permanent
Job Code	D001 - B4

### Summary

Provide management over a portfolio of clients and engagements delivering high quality audit services and achieving total customer satisfaction.

### Essential Duties & Responsibilities

- Plan and schedule assigned engagements & projects and conduct them successfully from beginning to end within budget and on time.
- Ensure assignments are staffed with the appropriate mix of knowledge and skills required. Supervise assigned auditing staff providing guidance and coaching to help them achieve their full potential.
- Ensure that the firm's risk management and quality control procedures are always adhered to.
- Obtain audit evidence and assess the sufficiency and appropriateness of evidence & conclusions ensuring the audit work performed and audit conclusions are well-documented.
- Assess compliance with relevant legislations, professional standards, and internal financial regulations and control procedures.
- Develop testing methodologies to evaluate the adequacy of internal control systems and identify inefficiencies.
- Develop and implement internal auditing policies, procedures, and programs.
- Develop ways to meet client needs; and suggest ways to reduce costs, enhance revenues, and improve profits.

- Gauge levels of financial risk within organizations and provide help and guidance to clients on a consultancy basis.
- Investigate and determine causes of irregularities, and errors.
- Establish guidelines for identifying and preventing fraud, abuse, and waste.
- Provide support on equity management, debt management, securities, budget planning, and revenue projections.
- Orchestrate tax planning, tax calculation, and tax filing activities.
- Manage due diligence and investment analysis activities.
- Communicate audit progress and findings by providing information in status meetings, highlighting unresolved issues, and produce final audit reports.
- Actively identify business development opportunities, develop a network of business referral sources, and support the unit's customer retention objectives.

### **Supervisory Responsibilities**

Provide management, direction, and counseling. Supervise audit supervisors, senior auditors, auditors and junior auditors.

### **Qualifications**

#### **○ Education / Experience**

Bachelor's degree in accounting, economy, or finance from four-year college or university, and 10 - 12 years of experience in an audit firm or medium-large corporate audit office.

#### **○ Language Skills**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or questions. Ability to write reports, business correspondence, and procedures. Ability to make effective and persuasive presentations on controversial or complex topics to managers, public groups, and/or staff members.  
(CEF: B2)

#### **○ Mathematical Skills**

Excellent knowledge of mathematics required. Ability to apply mathematical concepts of probability and statistical inference, algebra and geometry to practical situations. Ability to calculate interest, discounts, fractions, percentages, ratios and proportions.

○ **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

○ **Certificates, Licenses, Registrations**

CPA or equivalent preferred.

○ **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

○ **Work Environment and Conditions**

The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available. However, regular and/or occasional visits to customers will be expected.