**Job Specification Template – Senior Internal Auditor**

The following sample Senior Internal Auditor job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

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| **Senior Internal Auditor**   |  |  | | --- | --- | | **Location** | City, Country | | **Job type** | Remote / Hybrid / On-site | | **Salary banding** | €XX,XXX - £XX,XXX |  |  |  | | --- | --- | | Job overview | Our company is a recognised leader in our field, dedicated to excellence and driven by innovation.  We are seeking a Senior Internal Auditor to join our team, with excellent opportunities for growth within our dynamic organisation.  In this role, you’ll lead internal audit projects, support regulatory reporting, and evaluate internal controls to ensure compliance.  This is a brilliant opportunity for an ambitious individual to join an organisation who are highly respected in the industry. This role offers unrivalled career progression opportunities as well as an excellent environment to learn and progress. | | **Key responsibilities** | **In this role, you will:**   * Lead internal audit processes, ensuring compliance and efficiency across departments. * Evaluate and improve internal controls, risk management, and governance practices. * Provide insights and recommendations to enhance business processes and reduce risk exposure. * Liaise with stakeholders to communicate audit findings and ensure timely resolution of issues. * Collaborate with senior management to develop and implement robust audit strategies. * Promote a culture of transparency, accountability, and continuous improvement within the organisation. | | **The skills you’ll bring** | * Professional qualifications such as ACA, ACCA, or CIA. * A minimum of 5 years of proven experience in internal auditing. * Proficient in internal audit methodologies and frameworks. * Exceptional analytical abilities, with a proven track record of identifying problems, analysing complex information, and developing effective solutions. * Outstanding communication skills, both written and verbal, with a demonstrated capability to clearly and persuasively articulate audit findings and recommendations. * Demonstrates a high level of integrity, professionalism, and meticulous attention to detail. * Capable of working both independently and as part of a team in a dynamic environment, effectively managing multiple priorities and adapting to changing organisational needs. * A strong commitment to continuous learning and professional development, staying informed of industry trends, regulatory changes, and advances in auditing technology. | | **What sets our company apart** | Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:   * Opportunity to earn up to X% annual bonus * Car allowance (€X annually) * Competitive Pension Scheme = we’ll match your contributions up to X% * Flexible working hours * Life Assurance (X times salary) * X days' holiday + bank holidays * Income protection * Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle To Work Scheme). * Employee Assistance Programme   We are committed to creating a collaborative, dynamic working environment with significant career development opportunities. | | | |