

## **Internal Audit Manager - Job Standards**

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

### KNOWLEDGE OF WORK:

Is a skilled and experienced auditor who knows what must be done, in what manner, and order  
A CPA by trade, prescribes an appropriate measure of materiality (often lower than would normally be accepted in an external audit) for the organization, and applies this standard in practice  
Constructs an effective working relationship with external auditor, government examiners, and risk management personnel to ensure that all audit bases are addresses without substantial duplication of work  
Knows how to get the most production out of audit staff without harming the effectiveness of the audit program or the working relationship with organization staff

### QUALITY OF WORK:

Prescribes and adheres to an audit program that ensures all functions, activities, and work processes are tested for accuracy, efficiency and effectiveness on a periodic basis  
Maintains an audit ethic, reporting style -- content and context -- that would not be compromised  
Maintains independence in audit practices, procedures and recommendations made

### QUANTITY OF WORK:

Ensures that the audit program is carried out as prescribed within the appropriate time period  
Supervises audit staff to ensure work volumes are reasonable and adequate so as to not compromise quality in favour of quantity  
Operates an audit schedule that covers every aspect of every organization function deemed significant to audit

### PROBLEM ANALYSIS:

Is expert in defining problems, determining root causes, and recommending solutions  
Makes sure all the facts are accurate before pursuing any particular course of action  
Is cautious not to jump to conclusions; seeks confirmation by verifying facts and details

### LEADERSHIP:

Takes charge; determines audit process, assigns work and hold people accountable for results  
Makes decisions regarding variations to audit practices and procedures depending on circumstances  
Represents audit division in a manner that demonstrates confidence, courage of conviction, and resolve