



INTERNAL AUDITOR

Controls the compliance, sincerity and reliability of a company's accounts according to legislation and standards, very often in a line of assignments limited in time.

Studies financial statements, carries out direct queries with the managers and employees involved.

Formulates comments and suggestions regarding the checked accounts and documents, mainly in the form of a summary report submitted to general management.

May advise management on issues of financial management and administrative procedures.

CONDITIONS OF WORK

Internal auditors need to be independent from the supervised structures and work either in an auditing firm or directly in an organization (with a functional role, reporting to the general management).

The work involves travelling and meeting people to gather information and to check archives and invoices. It may involve seasonal peaks, either for the issuing of documents, or in order to manage several assignments with fixed deadlines.

BASIC SKILLS AND TECHNIQUES

- Check compliance and sincerity of accounting documents and procedures in a random and a posteriori way.
- Detect shortcomings and look for possible reasons.
- Write summary reports on the accounting of financial situation at a given time, highlighting gaps and their causes.
- Advise new accounting or financial procedures.

RELATED SKILLS

- Be familiar with the Anglo-Saxon accounting principles.
- Have an educational background in law.
- Know IT accounting systems.
- Know techniques of mathematical analysis.
- Speak fluent English.

REQUIRED QUALITIES

The job requires to be able to:

- Adapt to a large variety of situations and contact people.
- Quickly understand given information and summarize it.
- Respect the confidentiality concerning the information.