

# JOB DESCRIPTION

<b>Title / position name</b> The title should be descriptive in terms of function and competencies	<b>Title / position name</b> Senior Internal Auditor
<b>Organisation</b> Job Location Department Number of direct reports Number of colleagues in the department	<b>Organisation</b> Gdansk, however up to 60 travel days per year Group Internal Audit 0 8, 1-2 in Gdansk
<b>Key responsibilities</b> Remember that responsibilities can be both managerial-, budget- or project responsibilities and either coordination, development or actual execution	<b>Key responsibilities</b> Key responsibilities encompass primarily the execution of key tasks in agreed quality and within agreed deadlines. The execution of such tasks, whether assisting or being fully responsible requires that the employee is capable of working on several tasks at the same time, can communicate with people verbally as well as in writing in a polite, yet effective manner. The tasks in Group Internal Audit is typically comparable with projects. As internal auditor with specialty within IT General Controls it is expected that the employee is primary responsible for scoping, executing and communication concerning audits in the IT area.
<b>Key tasks</b> Make a short description of each task, try to estimate the percentage of each task.	<b>Key tasks</b> Participate in planning, executing and reporting on internal audits throughout company in accordance with the Annual Audit Plan (60%), herof IT General Control audit and AX audits ~50% Assist Group Compliance in investigating compliance cases received through the ethics hotline (10%) Participate in planning and executing ad-hoc audits and compliance activities requested by executive management and the Audit Committee (20%) Support the continuous professional development of Group Internal Audit through tools and templates, personal education etc. (10%)
<b>Key Success Criteria's / KPIs</b> Refer to KPI's defined in the recruitment requisition	<b>Key Success Criteria's / KPIs</b> Execute Annual Audit Plan as agreed with the Audit Committee. Execute Group Internal Audit three year strategy as agreed with Group CFO

<p><b>Work relations</b></p> <p>Can be external vs internal, within your own functional area or cross functional, within one culture or cross cultural; having shared interests vs having conflicting interests</p>	<p><b>Work relations</b></p> <p>Group Internal Audit have a mandate from the Board of Directors to plan and execute audits throughout the Group. Thus we are working across all countries in the Group.</p> <p>Due to the nature of the job, our primary contacts is within IT, Finance and functional management. As the responsible for IT related audit it is expected that the employee can engage with and maintain relations to the global IT organization.</p> <p>The employee in Group Internal Audit comes from various different countries (Denmark, Poland, China, Brazil and Lithiania) and the work environment is thus multicultural.</p>
<p><b>Required education, experience and job-related skills</b></p> <p>Formal education as well as industry, professional, product or functional experience. Relevant certifications, IT knowledge or linguistic competencies</p>	<p><b>Required education, experience and job-related skills</b></p> <p>5-7 years of experience from a Big4 company and/or an internal audit function in a multinational company.</p> <p>Experience with ITGC audits, knowledge of Dynamics AX and Microsoft 365 is preferable.</p> <p>Preferably an M.Sc in auditing, administration or IT.</p>
<p><b>General behavioural competencies most relevant for the job</b></p> <p>Refer to PI competencies if such are defined for the position</p>	<p><b>General behavioural competencies most relevant for the job</b></p> <p>Fluent in English, knowledge of other languages is beneficial</p> <p>Self discipline and able to create structure Communications skills and capable of interacting with people from many different cultures Flexible Confident</p>