Model job description

# IT Auditor

## Scope, purpose and nature of role

IT Auditors are internal auditors that specialize in auditing computer systems and networks plus a diverse range of IT-related activities and concerns such as: information security risks and controls; software development projects; compliance with privacy, copyright, policy and other obligations; databases; systems and network administration; business analysis; information and application architectures; IT governance; change and configuration management *etc*. Sometimes they work in conjunction with financial or other specialist auditors (*e.g*. evaluating the information security arrangements associated with the financial, production or environmental protection systems), sometimes alone or in small audit teams. The scope extends across the entire enterprise.

## Distinguishing characteristics of the ideal candidate

The following personal traits are high on our wish-list:

* Independent-minded, objective and rational: an auditor’s ‘fresh pair of eyes’ will often identify concerns or issues that those more closely involved with a situation either fail to appreciate or choose to ignore. However, the ability to work effectively in teams is also important.
* Fastidious, diligent and professional: the process of auditing is formalized and structured, such that auditors gather and base their assessments on factual evidence rather than conjecture. Attention to detail, along with being organized and having the dogged determination to identify and evaluate even small discrepancies or anomalies, are characteristics of effective auditors.
* Strong communication skills: although IT auditing generally involves examining IT systems, the greater part of the job involves interacting with *people*, interviewing them and discussing things, reporting (writing and presenting formal reports) and persuading/influencing.
* High standards of personal integrity, trustworthiness and discretion. Auditing involves privileged access to sensitive and valuable information.

## Qualifications, skills and experience

The following are relevant and desirable for this role:

* **IT auditing:** while CISA is the gold standard, alternatives may be acceptable. Since on-the-job training will be provided, prior IT audit work experience is not required but will be an advantage.
* **Information security, risk, IT, governance and/or business analysis background:** CISSP, CISM, CGEIT and/or an IT-related degree; at least 5 years work experience post school/college; some exposure to relevant ISO/IEC, NIST and other standards.

Since this is a trusted role, candidates must be willing to undergo extensive background checks to verify their identity, character, qualifications, skills and experience.