Apple Leisure Group (ALG) Job Description **IT Audit Manager**	

Department:	Internal Audit
Location:	Cancun, Mexico or remote
Job Title:	IT Audit Manager
Reports To:	IT Audit Director

Job Description:

We have an exciting opportunity to join our Audit function as an IT Audit Manager. In this role, you will be a member of a talented team of individuals whose purpose is to add value to the Company by collaborating with the business and providing independent assurance services. You will be responsible for assisting initially with establishing the IT Audit Team and effective SOX implementation, and subsequently assist in the rollout of an IT risk assessment, aid in developing a risk based annual IT audit plan, developing IT audit programs, amongst other responsibilities as explained below.

Responsibilities:

- Support the IT Audit Director in the preparation of the IT Risk Assessment and the annual internal audit plan.
- Assist in day-to-day management of the Sarbanes-Oxley (SOX) corporate governance program; from planning through scheduling, preparing, execution, tracking and reporting; this includes SOX walkthroughs, controls testing, deficiency evaluation and remediation tracking.
- Assist the IT Audit Director in execution of the annual audit plan in accordance with the Audit methodology; provide oversight over audit planning, audit execution, closure, and reporting of audits across a wide variety of businesses.
- Design and perform testing of internal controls across the company's application, infrastructure, and databases on key platforms including SAP ERP, Windows / Linux infrastructure, network directory services, various legacy applications, network devices, and other critical systems and processes.
- Review other areas such as business continuity & disaster recovery, system implementations and data conversions, information security, asset management, etc.
- Prepare clear, organized, and complete documentation to support work performed.
- Prioritize and effectively plan own work activities managing multiple priorities and tasks across the team to deliver quality results.
- Review audit work papers and audit reports, along with providing auditors with coaching.

- Actively mentor staff for continued growth and development within the IT Audit function.
- Identify and effectively communicate audit observations/recommendations (verbally and/or in writing) to Management Stakeholders, as well as follow-up to ensure corrective actions are achieved timely.
- Coordinating activities and strategies with external auditors and be the point of contact for audits of the IT Department.
- Establish and maintain good client relations during engagements.
- Attract, recruit and infuse the Internal Audit department with high performing talent.

Required Skills & Experience:

- Bachelor's Degree in Management Information Systems, Engineering, Finance or Accounting.
- Master's Degree in a related field.
- Certified information System Auditor (CISA) or Certified Information Systems Security Professional (CISSP) or working towards this certification.
- A minimum of 5-7 years' experience in IT audit (internal and / or external) required.
- Knowledge of and experience with SOX, PCI / DSS, and GDPR.
- Knowledge of and experience with SAP and / or Oracle ERP systems.
- ACL or other data analytics tool experience.
- Big 4/public accounting/management consulting experience.
- Travel is approximately 25%.
- Bilingual in Spanish and English.

Desired Skills & Experience:

- Working towards a Certified in Risk and Information Systems Control (CRISC) or Certified Information Security Manager (CISM) certification.
- Experience working in Latin America.
- Experience working in the travel industry.

CONTACT DETAILS:

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