

Audit Team and Responsibilities Matrix

Audit Project: 2024 Financial Statement Audit

Name	Role	Responsibilities
Jane Smith	Audit Manager	<ul style="list-style-type: none">Overall audit supervisionPlanning and resource allocationFinal review and approval of deliverables
Michael Lee	Lead Auditor	<ul style="list-style-type: none">Execute and coordinate fieldworkReview working papersCommunicate findings to Audit Manager
Sarah Patel	IT Audit Specialist	<ul style="list-style-type: none">Assess IT controls and systemsPerform IT risk analysisDocument IT findings and recommendations
David Wong	Junior Auditor	<ul style="list-style-type: none">Assist with data gathering and testingPrepare schedules and summariesDocument audit evidence
Anna Johnson	Quality Reviewer	<ul style="list-style-type: none">Review audit methodology adherenceEnsure compliance with professional standards

Important Notes

- This matrix should be updated for each audit engagement to reflect actual team assignments.
- Clear definition of responsibilities helps avoid duplication of work and gaps in coverage.
- All team members should review and acknowledge their assigned roles.
- Responsibility assignments must align with qualifications and independence requirements.
- Document retention and confidentiality protocols must be communicated to all team members.