

# Audit Team and Responsibilities Matrix

## Audit Project: 2024 Financial Statement Audit

Name	Role	Responsibilities
Jane Smith	Audit Manager	<ul style="list-style-type: none"><li>Overall audit supervision</li><li>Planning and resource allocation</li><li>Final review and approval of deliverables</li></ul>
Michael Lee	Lead Auditor	<ul style="list-style-type: none"><li>Execute and coordinate fieldwork</li><li>Review working papers</li><li>Communicate findings to Audit Manager</li></ul>
Sarah Patel	IT Audit Specialist	<ul style="list-style-type: none"><li>Assess IT controls and systems</li><li>Perform IT risk analysis</li><li>Document IT findings and recommendations</li></ul>
David Wong	Junior Auditor	<ul style="list-style-type: none"><li>Assist with data gathering and testing</li><li>Prepare schedules and summaries</li><li>Document audit evidence</li></ul>
Anna Johnson	Quality Reviewer	<ul style="list-style-type: none"><li>Review audit methodology adherence</li><li>Ensure compliance with professional standards</li></ul>

### 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.