

Advertisement

Internal Auditor

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Internal Auditor**, who will report directly to the **Manager: Internal Audit** and be based at Head Office, Centurion.

Grading: (Role Band: C4)

Salary: R527 769 (Total Cost to Company per annum)

The role of this position is to:

To coordinate, implement and execute specific processes to support the implementation and execution of the Audit Plan and Audit Strategy for W&RSETA.

Key Performance Areas will include but not limited to the following:

- Execution of the allocated audits as per the audit plan according to set audit standards and procedures
- Effectively and efficiently plan and special projects as per the Annual Audit Plan
- Conduct audit investigative processes from beginning to end and ensure that processes are documented completely and accurately, within specified timelines
- Develop audit programs and testing procedures relevant to risk and test objectives
- Prepare all working paper documentation adequately, and ensure work is performed in accordance with the Institute of Internal Auditors (IIA) standards
- Discuss findings with client personnel during the course of the audit to ensure the accuracy of the findings reflect the actual reality
- Compile and draft reports of audit findings and make recommendations for improvements in operations for review by Internal Audit Manager
- Present draft reports to management ensuring concise and accurate reporting and conformance and compliance to auditing reporting standards
- Conduct follow up audits within required timeframes to monitor management interventions and progress
- Provides inputs to the Annual Audit Plan
- Schedule and arrange meetings with management to discuss draft audit reports
- Maintain the relevant auditing management systems and optimize controls and processes
- Ensure that work, at all times, is conducted in compliance with statutory requirements, policies and procedures in line with IIA Standards and SETA's policies and procedures
- Ensure that all working papers and evidence are updated and saved on the system at all times
- Ensure that audit progress is updated on the auditing system on a regular basis
- Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor and measure individual performance against set standards and performance targets
- Ensure the effective utilization of research, up-to-date knowledge and intelligence to continuously support the SETA's performance

- Professional conduct at all times ensuring all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders and Management
- Perform ad-hoc audits and investigations as and when requested by management

Minimum Qualifications and Experience

- Matric / Grade 12 National certificate;
- Bachelor of Commerce Degree in Auditing or Accounting
- 3 years' experience in internal auditing
- Knowledge and ability to work on accounting and auditing systems
- Knowledge and understanding of International Standards for the Professional Practice of Internal Auditing
- Ability to observe and understand business processes
- Experience of working in a similar position within the SETA environment will be an added advantage
- Computer literacy (MS Excel, Ms Word, Ms PowerPoint)
- A valid driver's licence

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals

NB: Please include the name of the position on the email subject line.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment1@wrseta.org.za. The closing date for applications is: **27 January 2024**