

Job Profile Specialist: Finance and Operations Audits



JOB INFORMATION SUMMARY

JOB TITLE:	Specialist: Finance and Operations Audits
REPORTS TO:	Chief Audit Executive
JOB GRADE:	T15/D2
OCCUPATIONAL LEVEL	Management
FUNCTIONAL AREA:	Internal Audit Services
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

Role Purpose

The purpose of this role is to plan, execute and report on all finance and operations audits.

Role Requirement

Essence of the role/Key Accountabilities	Key Activities
a) Project Planning	<p>Perform initial project planning and detailed planning through:</p> <ul style="list-style-type: none"> Defining scope and audit objectives; Holding meetings with management to obtain input (per project – opening meetings, preliminary meetings and closing meetings); Preliminary survey: Gather background information about the audit through interviewing the client, doing research, reviewing prior year working papers, system descriptions and risk assessment.
b) Audit Fieldwork	<ul style="list-style-type: none"> Draft audit program per project in line with the risk assessment; Perform and document work in line with the audit program; Ensure Chief Audit Executive (CAE) review findings are noted; Clear coaching notes; Prepare evidence file.
c) Reporting	<ul style="list-style-type: none"> Assist the CAE on reporting of Internal Audit work Compile draft summary of exceptions/findings after informal discussion with the client; Ensure report is reviewed by CAE; Discuss with client and obtain client comments; Issue and distribute report to the client (internal or external); Prepare a summary of findings for follow-up issues; Monitor the progress of work against established deadlines and budgeted hours and promptly notify the Manager of possible significant deviations with reasons for delays; Issue client satisfaction questionnaire.
d) Annual Audit plan	<p>Assist the CAE in compiling the audit plans through:</p> <ul style="list-style-type: none"> Giving inputs/identifying auditable areas taking into consideration

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	<ul style="list-style-type: none"> the risk assessment; • Rating the auditable areas in terms of the set criteria; <u>Strategic Planning</u> • Identify the departmental strategic goals and objectives and ensure that they link and support Pikitup's vision, mission and objectives; • Develop and maintain the organisation Audit Plan; • Determine resources (human, technology, finance, etc.) required for the execution of the Audit Plan; • Develop and implement performance management system for the department.
<p>e) Monitoring and project management (request inputs from strategic partners)</p>	<ul style="list-style-type: none"> • Plan the annual and quarterly allocated audits, taking into account the scope of work, resource requirements and approach; • Determine and acquire the resources required to execute an audit e.g. budget, personnel, technology, etc. • Draft internal audit methodology (1 or 2 yearly) and charter in conjunction with CAE; • Timeously, engage management and executives at all levels of the audit projects. • Conduct ad-hoc audits on request of management and obtain approval from CAE; • Interview staff to obtain required information; • Manage and monitor project progress; • Manage audit deviations and queries; • Report the results of the audit projects to divisional managers, executives, managing director and external auditors; • Monitor timely implementation of the agreed action plans; • Perform follow-up audits to determine the extent to which management have addressed the reported audit findings; • Manage projects by adhering to budget and timelines, reviewing work, communicating with clients and monitoring time; • Assist with consulting/advisory work (e.g. restructuring: identify loopholes and suggest controls to minimise risks): <ul style="list-style-type: none"> ❖ Educate Pikitup on risks, control and governance ❖ Develop a system and process to assess and accept management's requested projects and attend to the accepted projects ❖ Participate in IT projects implementation. • Prepare monthly progress report; • Manage Internal Audit service providers
<p>f) Secretarial and bidding</p>	<ul style="list-style-type: none"> • Perform secretarial and administrative duties at bid committees; • Observe opening and closing of bidding; • Observe evaluation of bidding; • Attend the Bid Adjudication Committee.
<p>g) Fraud prevention, detection and investigations</p>	<ul style="list-style-type: none"> • Assist in the system and process for Fraud prevention, detection and investigations • Plan audit in a manner that will detect fraud during the audits; • Work with the forensic auditor and police on fraudulent, criminal and corruption cases.
<p>h) Risk Management</p>	<ul style="list-style-type: none"> • Facilitate and assist management in identifying, assessing, managing and prioritizing risks in their operational areas. Advice on the system of internal control in order to mitigate these risks; • Incorporate risk assessment in the engagement plan; • Continuous identification of new risks and bring them to management's attention for inclusion into Pikitup Strategic Plan.
<p>i) Admin and Quality Assurance</p>	<ul style="list-style-type: none"> • Compile document request; • Approve internal audit timesheets;

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	<ul style="list-style-type: none"> • Quality control; • Complete checklist; • Review audit notes. • Attend related courses/training.
j) Ad-hoc and Miscellaneous	<p>The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities which may fall reasonably within the ambit of the job description, or in accordance with operational requirements. Such variable tasks should be listed and recognised in the employee's performance compact.</p>

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> • Managing Director • Executives • General Managers • Staff within Pikitup <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> • Office of the Auditor General • City of Joburg (CoJ) officials

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Competency / Performance Drivers	Skills
<ul style="list-style-type: none"> • Adhering to good/acceptable principles and values • Planning and organising • Good decision making • Initiative • Relating and networking • Persuading and influencing • Adapting and responsive to change 	<ul style="list-style-type: none"> • Strong project management and planning skills • Ability to effectively use CAATS • Good writing and communication skills • Strong report writing skills
<p>Knowledge: State the job knowledge required</p>	<ul style="list-style-type: none"> • Knowledge and ability to apply control frameworks (e.g. COSO) and other relevant standards • Knowledge of critical business systems • Strong knowledge in risk management, corporate governance, business principles and control issues • Strong knowledge of fraud prevention, detection and investigations • Strong knowledge of Municipal Finance Management Act (MFMA) and other applicable laws and regulations • Strong understanding of the concept of service delivery

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Qualifications

Minimum	Ideal
<ul style="list-style-type: none">• Grade 12• B degree or equivalent qualifications in internal auditing, auditing or accounting or business• Must be a member of Institute of Internal Auditors (IIA) or any other relevant professional bodies• Must have a valid driver's license	<ul style="list-style-type: none">• Relevant post qualifications and professional qualifications (e.g. CIA or CA(SA)) will be an added advantage

Experience

Minimum	Ideal
<ul style="list-style-type: none">• 8 years post article experience in internal auditing or auditing or accounting	<ul style="list-style-type: none">• 8 years post article experience in internal auditing or auditing or accounting (3 years at management level will be an added advantage).

Job profile approved by:

_____	_____	_____
Name (Incumbent)	Signature	Date
_____	_____	_____
Name (Line Manager)	Signature	Date