

Internal Auditor: Level 3
3 months contract
Email CV to recruitment@tianaconsulting.co.za

Position level - Skilled

About the job:

The incumbent will play a crucial role in evaluating the effectiveness of our internal controls, risk management processes, and compliance with policies, procedures, and regulatory requirements. The incumbent will further conduct complex audits, provide recommendations for improvement, and contribute to enhancing organizational efficiency and mitigating risks. This position is based in **Pretoria**.

This position reports to **Assistant Audit Manager**.

Key responsibilities:

- Lead and execute complex internal audit assignments, including financial, operational, and compliance audits, in accordance with professional standards and established audit methodologies
- Plan and conduct risk assessments to identify key areas of risk within the organization and develop appropriate audit programs to address identified risks.
- Plan and perform an audit with professional scepticisms recognising that circumstances may exist that cause potential risks.
- Develop an understanding of the audit approach, methodology and tools through planning and conducting preliminary surveys and preparing an Audit Planning Memorandum (APM) prior to undertaking each audit project.
- Develop an understanding of the client business and the areas audited through: Researching and familiarization of applicable policies and procedures of the business
- Obtaining data from other functions within the organization or externally (where necessary) while performing the audits
- Interpret the policies, procedure and processes and assess compliance thereof within the organisation.
- Evaluate the effectiveness and efficiency of internal controls, processes, and systems, and assess compliance with policies, procedures, laws, and regulations, and to identify control weaknesses, inefficiencies, and areas of potential risk.
- Document papers in line with the IIA standards to assist in: Preparing an evidence-based draft report, including conclusions drawn from the work undertaken and recommendations for improved control.
- Providing a detailed audit trail of the work performed.
- Collaborate with process owners and management to develop and implement action plans to address identified issues, improve internal controls, and mitigate risks.
- Review and provide guidance on the adequacy and effectiveness of control design and recommend enhancements to strengthen the control environment.
- Stay updated with industry trends, emerging risks, and regulatory changes relevant to the organization, and ensure the audit approach remains current and aligned with best practices.
- Monitor the implementation of audit recommendations and verify the effectiveness of corrective actions taken by management.
- Execute already established audit programs for assigned projects within the required time frame through a team or individually, by interviewing clients, documenting systems, testing controls and preparing working papers to support findings.
- Prepare comprehensive audit reports summarizing findings, recommendations, and action plans, and present them to management and the audit committee when required.
- Compile audit certificates and other ad hoc task from time to time as allocated by the IAS management.
- Build effective working relationships with stakeholders at all levels of the organization and provide advisory services on risk management, internal controls, and process improvements.
- Continuously assess and improve the internal audit function by recommending enhancements to audit methodologies, tools, and processes.

- Foster a culture of ethics, compliance, and continuous improvement by providing training, guidance, and promoting best practices across the organization.

Qualifications, skills and experience:

- Minimum qualification BCom/BTech/ Bachelor's degree in Internal Auditing or related fields with at least 5 years of experience in Internal or external auditing.
- Honours qualification in Internal auditing or related will be advantageous.
- Member of IIA
- Professional certifications such as Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Control Self-Assessment (CCSA), Certified Risk Manager (CRMA), Chartered Accountant (CA) are highly desirable.
- Good Knowledge of internal auditing principles, techniques, and best practices.
- In depth understanding with internal control frameworks (e.g. COSO) and risk management methodologies.
- Experience in conducting financial, operational and compliance audits, including planning, fieldwork, and reporting.
- Proficiency in evaluating risks, developing audit programs, and executing audit procedures.
- Good knowledge of relevant laws, regulations, and industry standards (e.g., PFMA, Treasury Regulations, etc.).
- Strong analytical and problem-solving skills, with the ability to think critically and provide practical recommendations.
- Good communication and interpersonal skills, with the ability to effectively interact with individuals at all levels of the organisation.
- Detail oriented with a commitment to accuracy and quality in all audit-related activities.
- Ability to work independently and manage multiple assignments simultaneously while meeting deadlines.
- Proficiency in using audit software, data analysis, and Microsoft Office applications.
- Willingness to travel to various locations, as required.
- All international qualifications require an evaluation report / certificate issued by the South African Qualifications Authority (SAQA).