

**Internal Auditor: Level 2**  
**3 months contract**  
**Email CV to [recruitment@tianaconsulting.co.za](mailto:recruitment@tianaconsulting.co.za)**

Position level: Skilled

**About the job:**

The incumbent will play a key role in evaluating the effectiveness of internal controls, risk management processes and compliance with policies, procedures and regulatory requirements. The Incumbent will further conduct independent audits, identify areas of improvement and provide recommendations to enhance organisational efficiency and mitigate risks. This position is based in **Pretoria**.

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

**Key responsibilities:**

- Conduct internal audits across various functional areas, including finance, operations, compliance, and information systems in accordance with established audit methodologies and professional standards;
- Develop an understanding of the audit approach, methodology and tools through planning and conducting preliminary investigations 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;
- Interpreting the policies, procedure and processes and assess compliance thereof within the organisation;
- Assess the adequacy and effectiveness of internal controls, processes and systems to identify controls weaknesses, inefficiencies and areas of potential risks;
- Perform detailed testing and analysis of financial information, operational activities and internal control processes to ensure compliance with policies, procedures, laws and regulations;
- Assist in the design and implementation of control activities, risk management practices, and governance processes to ensure alignment with industry best practices and regulatory requirements;
- Collaborate with process owners and management to develop and implement action plans to enhance internal controls, operational efficiency, and risk management practices;
- 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;
- Prepare comprehensive audit workpapers, documenting audit procedures performed, supporting evidence obtained, and conclusions reached;
- Review and provide guidance on the adequacy and effectiveness of control design and recommend enhancements to strengthen the control environment;
- Participate in the development and enhancement of audit programs, methodologies, and tools to improve the efficiency and effectiveness of the internal audit function;
- Prepare clear, concise, and comprehensive audit reports summarizing findings, recommendations, and action plans, and present them to management and submit to IAS management for review;
- Monitor the implementation of audit recommendations and verify the effectiveness of corrective actions taken by management;
- Compile audit certificates and other ad hoc task from time to time as allocated by the IAS management;
- Foster a culture of ethics, compliance, and continuous improvement by providing training, guidance, and promoting best practices across the organization.

**Qualifications, skills and experience:**

- A Bachelor of Technology or Bachelor's Degree in Internal Audit or related field with at least 3 years' relevant entry-level experience in internal audit, accounting, or a related field.
- Good Knowledge of internal auditing principles, techniques, and best practices.
- Familiarity 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 analytical and problem-solving skills, with the ability to think critically and provide practical recommendations.
- Detail-oriented with a commitment to accuracy and quality in all audit-related activities.
- Good communication and interpersonal skills, with the ability to effectively interact with individuals at all levels of the organization.
- Ability to work independently and manage multiple assignments simultaneously while meeting deadlines.
- Proficiency in using audit software, data analysis tools, 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).