



# SENIOR INTERNAL AUDITOR

(Payclass 10)

**Internal Audit Office**  
**Office of the Vice Chancellor**

The University of Cape Town (UCT) is seeking an **Senior Internal Auditor** to join the Office of Internal Audit. The main purpose of this position is to perform the full scope of financial, compliance, and operational audits in accordance with the prescribed internal auditing standards as well as UCT's Internal Audit methodology.

The role requires an incumbent who is self motivated, able to maintain a high standard of performance in varying environments while exercising judgement and initiative in locating various sources of information. The ideal candidate will therefore have a logical approach to their work and the manner in which they present information. This in addition to their ability to work under pressure with the capacity to multitask, along with the ability to function independently and still operate as part of a team.

## **Requirements for the job:**

- A degree (NQF7) in Internal Auditing or Accounting or Finance-Related field (e.g. B.Com/Btech)
- At least 4 years relevant work experience in an Internal Audit department or environment
- Advanced level of proficiency in the use of MS Office (word, excel etc.)
- Demonstrable planning, organising, critical thinking and problem-solving skills
- Strong analytical skills
- Effective time and project management
- Experience in facilitation/presentation
- Excellent interpersonal, verbal and written communication skills
- Able to work under pressure and multitask
- Able to maintain a high performance standard in varying environments with different tasks, responsibilities and people.

## **Demonstrable knowledge of:**

- International Standards for the Professional Practice of Internal Auditing
- COSO principles (all standards and principles)
- COBIT principles
- Accounting and auditing principles
- King 4

## **Advantageous:**

- Professional audit related designations e.g. Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), CA (SA)
- Exposure to IT auditing
- Being a member of the Institute of Internal Auditors (IIA)
- Demonstrable knowledge of audit software TeamMate, SAP, PeopleSoft
- Demonstrable knowledge of PowerBI, CAATs or similar analytic tools

## **Responsibilities:**

- Audit planning and preparation - conducting preliminary surveys as per IA methodology, compile system descriptions, walkthroughs, risk assessments and evaluations relating to the University's governance, operations and information systems; performing control adequacy assessments, developing scope and engagement objectives, compiling engagement letters etc.
- Conduct financial, compliance, systems and operational and follow-up audits. Draft audit programmes, conduct sampling, execute audit procedures per the audit program and running CAATs to identify discrepancies.
- Develop and document quality working papers, record relevant information to support conclusions and engagement results in compliance with IA methodology & IIA standards.
- Report, monitor and maintain records i.t.o audit findings and reports representative of audit execution, clear concise conclusions presented, containing all required findings, providing logically constructive and practical recommendations, ensuring management action plans align to observations and root cause(s).
- Effective communication, stakeholder relations and efficient time management in adhering to deadlines.
- Contributing positively to the team culture and values, and capacitating the team in specialised areas of expertise.
- Supervise selected audit assignments as and when required.
- Be an ambassador for good governance and internal audit practices, providing input into methodology maintenance/development and departmental initiatives.
- Work collaboratively with external consultants on engagements, conduct and/or assist in fraud/whistleblowing investigations requiring strict confidentiality and ethical adherence to sensitive personnel situations.

The annual cost of employment, including benefits, is between R 547 299 and R 643 880.

**To apply**, please email the documents below in a **single pdf file** to Ms Natasha Khan at [recruitment06@uct.ac.za](mailto:recruitment06@uct.ac.za)

- **UCT hr201 application form** (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter detailing how you meet the minimum requirements, and
- Your Curriculum Vitae (CV)

**An application which does not comply with the above requirements will be regarded as incomplete.**

An application which does not comply with the above requirements will be regarded as incomplete and will not be considered. Only shortlisted candidates will be contacted and will be expected to undergo an assessment.

**Telephone:** 021 650 3469

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E220333

**Closing date:** 09 September 2022

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups including candidates with disabilities."*

UCT reserves the right not to appoint.