SENIOR AUDIT SPECIALIST
(Payclass 10)
Internal Audit Office
Office of the Vice Chancellor

The University of Cape Town (UCT) is seeking a **Senior Audit Specialist** to join the Office of Internal Audit. The main purpose of this position is to perform the full scope of financial, compliance, operational and IT audits in accordance with the prescribed internal auditing standards and 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 way 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 (operations and IT Auditing) experience in an Internal Audit department or environment
- Ability to do both IT audits and operational audits
- 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 maintain a high-performance standard in varying environments with different tasks, responsibilities and people.
- Highly ethical and confidential working approach

Demonstrable knowledge of:
- International Standards for the Professional Practice of Internal Auditing
- COSO principles (all standards and principles)
- COBIT principles
- GTAG (Global Technology Audit Guides)
- Accounting and auditing principles
- King 4 code

Advantageous:
- Professional audit related designations/ certifications e.g. Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), CA(SA)
- Being a member of the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA)
- 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, compiling engagement letters etc.
- Conduct financial, compliance, systems, operational and IT Audits including related follow-up audits. Draft audit programmes, conduct sampling, execute all audit procedures as per the engagement audit program, run CAATS to identify discrepancies through use of basic scripting techniques.
- Develop and document quality working papers, record relevant information to support conclusions and engagement results in compliance with IA methodology & IIA standards.
- Reporting, record keeping and monitoring - Draft audit findings and produce an internal audit report discussed with management that is representative of the audit execution conducted, conclusions reached is clear, concise and contains all the elements of the finding, make recommendations that are well thought, logical, practical, ensuring management action plans align to observations and root cause(s), conduct follow-up audits.
- 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 580 137 and R 682 513.

To apply, please email the documents below in a **single pdf file** to Ms Natasha Khan at 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
Reference number:	E230182	**Closing date:**	30 April 2023

"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. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.