



SENIOR INTERNAL AUDITOR

Internal Audit Office

Office of the Vice Chancellor

The University of Cape Town (UCT) is seeking a Senior Internal Auditor. The main purpose of this position is to perform and/or supervise full scope financial, compliance and operational audits in accordance with prescribed internal auditing standards.

Requirements:

- A degree (NQF7) in an accounting or finance-related field (e.g. B.Com)
- A minimum of 3 years relevant work experience
- Demonstrable understanding of accounting principles
- Excellent interpersonal, verbal and written communication skills
- Demonstrable planning, organising and problem-solving skills
- Excellent analytical skills
- Highly logical
- Ability to work under pressure and adapt to new situations
- Advanced knowledge of MS Word and Excel

Knowledge of auditing principles and exposure to ERP (enterprise resource planning) systems in large organizations will be advantageous.

Responsibilities:

- Drafting of process documentation which demonstrates a detailed understanding of the systems and processes under review.
- Preparation of risk assessments and identification of controls.
- Drafting audit programmes to accomplish stated objectives, which address the risks identified and test the identified controls.
- Preparation of workpapers, which contain the necessary information to draw a conclusion regarding the area under review.
- Drafting of professional reports that clearly and concisely express ideas, thoughts, and concepts.
- Exercising initiative in determining and locating sources of information.
- Analysing complex problems, gather meaningful data and information, find and evaluate solutions, and make recommendations
- Observing the professional standards set out in the UCT Internal Audit Charter and applicable standards of the Institute of Internal Auditors.
- Provision and supervision of audit work relating to factual finding reports issued to fund awarding agencies.
- Conducting or assisting in fraud/whistleblowing investigations.

The annual cost of employment, including benefits is between R443 134 and R521 333.

To apply, please e-mail the below documents in a **single pdf file** to Recruitment04@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Comprehensive Cover letter responding to each of the requirements, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and will be required to undergo a competency test.

Telephone: 021 650 5405

Website: www.uct.ac.za

Reference number: E18278

Closing date: 25 July 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black South African candidates.

UCT reserves the right not to appoint.