

POSITION NUMBER : 60058755
JOB TITLE : SENIOR MANAGER INTERNAL AUDIT
REPORTS TO : CHIEF AUDIT EXECUTIVE
BUSINESS UNIT : INTERNAL AUDIT
LOCATION : HEAD OFFICE: PRETORIA
POSITION STATUS : PERMANENT
POSITION GRADE : L4 (D4)

Purpose of the Job

Work involves directing a comprehensive audit program including assurance and consulting services to the organisation's management and staff; provide direction to development of the Annual Internal Audit Plan; and provide ongoing training, coaching and supervision to Internal Audit staff. Maintains organisational and professional ethical standards. Works independently with initiative and independent judgement. Provides an independent, objective assurance and consultancy function designed to add value, improve Postbank's operations and accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Job Responsibilities

- Directs audit staff in the planning, organising, and monitoring of Internal Audit operations, including assisting in hiring, training and evaluating staff; and taking corrective actions to address performance problems.
- Develop and effectively complete an Annual Risk Based Audit Plan.
- Investigate, evaluate, and report on the effectiveness of internal control systems and contribute to their ongoing effectiveness by providing advice and support to management.
- Directs the overall performance of audit procedures, including identifying and defining internal audit issues, developing criteria, reviewing and analysing evidence, and documenting client processes and procedures.
- Directs the audit staff in conducting interviews, reviewing documents, developing and administering surveys, composing summary memos, and preparing working papers.
- Directs the audit staff in the identification, development and documentation of audit issues and recommendations.
- Promptly communicates the results of audit engagements via written reports and oral presentations to management in accordance with the annual IA plan.
- Develops and maintains productive client, staff, management, and Board relationships through individual contacts and group meetings.
- Pursues professional development opportunities, including internal and external; training and professional association memberships, and shares information gained with co-workers.
- Provide support to the External Auditors in the completion of the statutory annual audit.
- Conducting quality control reviews of audit work products, Collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions

Qualifications and Experience

- Bachelor's degree (NQF Level 7) from an accredited college or university
- Certification as a CIA / CA (SA), or relevant professional certification
- At least 5-8 years relevant management experience.

Knowledge and understanding of:

- Thorough understanding of banking practices and associated risk management thereof.
- Proven track record in managing an internal audit department in a similar environment.
- Considerable knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors (IIA).
- Extensive knowledge of industry program policies, procedures, regulations, laws, Corporate Governance, PFMA, Banks Act etc.
- Understanding of Computer Assisted Audit Techniques (CAATs) and/or Audit Command Language (ACL).
- Sound knowledge of the Banks Act and other relevant legislation.
- Project Management (principles, practices, techniques and tools).
- Strategy development, deployment, planning and communications.
- Organizational development, management techniques and good business practices.

Skills and Attributes

Excellent computer literacy skills, ability to liaise with stakeholders. planning, organising, co-ordination, control, facilitation, strong interpersonal skills, strong verbal and communication skills (read, write, speak), Ability to prioritise tasks, sound reasoning and

thinking, problem-solving, persuasiveness, ability to work independently, analytical, accuracy conceptual, able to work under pressure and handle stress, sense of urgency, initiative, meticulous, self-motivated, output and deadline driven.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to recruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

04 March 2024

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.