

JOB TITLE : SENIOR QUALITY ASSURANCE AUDITOR AND REPORTING SPECIALIST
JOB GRADING : D5
REPORTS TO : CHIEF AUDIT EXECUTIVE
BUSINESS UNIT : INTERNAL AUDIT
LOCATION : PRETORIA
POSITION STATUS : FIXED-TERM CONTRACT (8 months)

Purpose of the Job

The role responsible in providing independent assurance of the control environment to the Board of Directors and the Audit Committee, as well as other audit related ad hoc management requests across the bank.

Job Responsibilities

- Assist in implementing the Quality Assurance and Improvement Programme (QAIP) within the Internal Audit function.
- Evaluate Internal Audit's conformance with the Institute of Internal Auditors (IIA) Standards and the Code of Ethics.
- Review audit plans, working papers, and reports to ensure they meet internal quality standards and comply with professional auditing standards (e.g., IIA Standards).
- Evaluate the effectiveness of the audit methodology and tools used by the audit team.
- Ensure audits are conducted in a consistent manner across the organization.
- Monitor the implementation of audit recommendations and the effectiveness of corrective actions taken by the auditees.
- Track key performance indicators (KPIs) for the audit department to ensure objectives are met.
- Prepare periodic reports on the quality of the audit processes, highlighting any deficiencies or areas for improvement.
- Identify opportunities for process improvements within the audit function.
- Develop and implement initiatives to enhance the quality and efficiency of audit activities.
- Provide training and guidance to audit staff on quality assurance practices and standards.
- Ensure compliance with internal policies, procedures, and external regulations and standards.
- Conduct periodic internal quality assessments to ensure alignment with the organization's quality assurance framework.
- Prepare the audit function for external quality assessments.
- Liaise with auditors, department heads, and other stakeholders to gather information and clarify details necessary for accurate reporting.
- Coordinate the distribution and communication of audit reports to relevant parties within the organization.
- Ensure that all audit reports and related documentation are properly archived and easily accessible for future reference.
- Maintain a library of audit templates, report formats, and writing guidelines to standardize reporting across the audit function.
- Ensure that all reports comply with internal and external reporting standards, including those set by regulatory bodies.
- Stay updated with changes in reporting standards and practices and ensure these are reflected in audit reports.

Qualifications and Experience

Qualifications: Relevant bachelor's degree in commerce (B Com or equivalent), or Risk Management and Compliance qualification. Honours degree will be an advantage. Must be a Certified Internal Auditor (CIA)

Years of experience: Minimum 8 years of experience in the field in a Banking or finance industry.

Knowledge and understanding of:

Knowledge of Internal Controls and Assurance Frameworks.

Good business report writing and communication skills.

Strong analytical and problem-solving skills to identify performance gaps and improvement opportunities.

High level of attention to detail and the ability to critically assess information.

In-depth knowledge of South African banking regulations and compliance requirements.

Attributes

High ethical standards and integrity. Detail-oriented with strong organizational skills. Ability to work independently and as part of a team. Proactive and able to take initiative.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to recruitmentLM@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

09 September 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.

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