

JOB TITLE : **SENIOR AUDIT MANAGER: QUALITY ASSURANCE AND REPORTING**
BUSINESS UNIT : **INTERNAL AUDIT**
LOCATION : **HEAD OFFICE_PRETORIA**
POSITION STATUS : **FIXED-TERM CONTRACT (6 MONTHS)**

Purpose Statement

To lead and coordinate the Quality Assurance and Reporting function within Internal Audit by ensuring the effectiveness, consistency, compliance and continuous improvement of Postbank's Internal Audit methodologies, practices, reporting frameworks, quality assurance processes and combined assurance activities.

The Senior Audit Manager: Quality Assurance and Reporting is responsible for maintaining a robust Internal Audit Quality Assurance and Improvement Programme (QAIP) aligned to the International Professional Practices Framework (IPPF), COSO, ISO standards, King IV / V principles, regulatory requirements and leading industry practices.

The role provides strategic oversight over audit methodology, internal and external quality assessments, audit reporting, audit management information (MI), learning and development, combined assurance coordination and investigations support to enhance governance, operational excellence and risk management maturity across Postbank.

The role also supports the Chief Audit Executive in promoting a culture of continuous improvement, accountability, professionalism, governance excellence and risk awareness aligned to Postbank's mandate of delivering accessible, transparent and customer-centric banking services to South Africans.

Job Responsibilities

Monitor industry trends and emerging best practices in Internal Audit. Support the implementation of technology-enabled auditing practices and methodologies. Provide technical guidance and advisory support to Internal Audit teams.

Quality Assurance and Improvement Programme (QAIP)

- Lead the Internal Audit Quality Assurance and Improvement Programme.
- Ensure compliance with Internal Audit standards and quality expectations.
- Drive continuous improvement initiatives within Internal Audit.
- Develop and maintain the Internal Audit QAIP framework.
- Conduct ongoing internal quality assessments and file reviews.
- Coordinate independent external quality assessments in line with IIA requirements.
- Evaluate compliance with IIA Standards, Internal Audit methodologies, Regulatory expectations and Governance frameworks
- Monitor audit quality, consistency, documentation standards and reporting quality.
- Identify improvement opportunities and recommend corrective actions.
- Track the implementation of quality improvement initiatives.
- Prepare quality assurance reports for the CAE and governance structures.
- Support audit readiness for external reviews and regulatory inspections.

Audit Management Information (MI) and Reporting

- Provide effective audit reporting and management information.
- Support data-driven decision-making and governance oversight.
- Develop and maintain Internal Audit reporting frameworks and dashboards.
- Prepare consolidated Internal Audit reports for Executive Management, Audit Committee, Governance structures, Regulatory stakeholders
- Monitor and report on Audit plan progress, Audit findings trends, High-risk issues, Remediation status, Quality metrics, Key performance indicators
- Analyse audit data and identify emerging risk trends and control themes.

- Ensure accuracy, integrity and timeliness of audit reporting.
- Enhance the use of data analytics and reporting automation tools.
- Support strategic decision-making through insightful reporting and analysis.

Combined Assurance Coordination

- Coordinate combined assurance activities across assurance providers.
- Promote integrated assurance and governance effectiveness.
- Develop and maintain a Combined Assurance Framework aligned to King IV / V principles.
- Coordinate assurance activities between Internal Audit, Risk Management, Compliance, External Audit, AGSA and other assurance providers
- Identify assurance gaps, duplication and areas requiring enhanced coverage.
- Facilitate collaboration and information sharing between assurance functions.
- Monitor the effectiveness of combined assurance activities.
- Support governance committees with integrated assurance reporting.
- Promote alignment of assurance activities to organisational risks and strategic objectives.

Learning, Development and Risk Awareness

- Promote professional development and risk awareness within Internal Audit and Postbank.
- Support capability development and knowledge enhancement initiatives.
- Develop and coordinate Internal Audit learning and development programmes.
- Identify technical and professional development needs across Internal Audit teams.
- Facilitate training on Audit methodologies, Governance and risk management, COSO and ISO standards, Emerging risks, Regulatory developments, Technology-enabled auditing
- Promote organisational risk awareness and governance culture initiatives.
- Support knowledge sharing and continuous professional development activities.
- Monitor professional certification and development requirements.

Investigations Oversight and Support

- Support investigations and governance-related reviews.
- Promote ethical conduct and accountability.
- Coordinate or support investigations relating to Fraud, Misconduct, Governance breaches, Control failures
- Conduct investigations in accordance with approved methodologies and legal requirements where required.
- Analyse investigation findings and root causes.
- Prepare investigation reports and recommendations.
- Monitor the implementation of corrective actions arising from investigations.
- Maintain confidentiality, objectivity and professional integrity during investigations.
- Support whistleblowing and ethics-related governance processes.

Stakeholder and Governance Management

- Build effective relationships with key stakeholders and governance structures.
- Support governance effectiveness and transparency.
- Engage with executive management, governance committees, assurance providers and regulators.
- Present audit quality, reporting and assurance insights to relevant stakeholders.
- Provide advisory support on Internal Audit methodologies, Governance frameworks, Quality assurance, Combined assurance, Risk management
- Support the CAE with reporting to the Audit Committee and governance forums.
- Promote collaborative relationships while maintaining professional independence.

Innovation and Continuous Improvement

- Drive innovation and continuous improvement within Internal Audit.
- Promote technology-enabled auditing and reporting capabilities.
- Promote the use of Data analytics, Continuous auditing, Automation tools, Digital reporting platforms
- Identify opportunities to improve Internal Audit efficiency and effectiveness.
- Monitor global trends relating to Internal Audit, Governance, Risk management, Regulatory compliance, Digital assurance
- Support the implementation of innovative audit and reporting solutions.
- Encourage a culture of learning, innovation and operational excellence.

Role Requirements:

Qualifications:

- An NQF Level 8 qualification in Internal Auditing / Accounting / Finance / Risk Management / Commerce or related field
- Certified Internal Auditor (CIA) or Chartered Accountant CA(SA)

Ideal

- Masters' in Business Administration (MBA)
- Certification in Risk Management Assurance (CRMA)
- Certified Financial Services Auditor (CFSA)
- Professional membership with IIA South Africa
- ISO Lead Auditor Certification and CISA will be advantageous

Experience and Knowledge of:

- 8-10 years' experience in Internal Audit, quality assurance, governance, compliance or risk management environments
- 3-5 years' experience in Audit quality assurance, methodology development, reporting or governance oversight
- Experience conducting or overseeing internal quality assessments, external quality assessments, combined assurance activities, audit reporting and MI, governance and compliance reviews
- Experience within banking, financial services, public sector or regulated industries Experience engaging with executive management and governance committees
- Knowledge in Internal auditing principles and methodologies, International Professional Practices Framework (IPPF), IIA Standards, COSO Internal Control Framework
- ISO standards and governance frameworks, King IV / V principles, Combined assurance frameworks
- Knowledge in Audit quality assurance methodologies, Governance, Risk and Compliance (GRC), Audit reporting and management information, Data analytics and reporting tools
- Knowledge in Regulatory frameworks applicable to banking and financial services, Fraud investigation methodologies, Public sector governance and PFMA requirements
- Learning and development frameworks, Continuous auditing methodologies

Advantageous

- Experience within a banking institution or state-owned entity
- Experience coordinating external quality reviews and regulatory inspections
- Exposure to data analytics and audit automation tools
- Experience in fraud investigations or forensic reviews
- Experience implementing continuous auditing and quality improvement programmes

Skills and Attributes

Strategic leadership and advisory capability, Audit methodology development, Quality assurance and compliance assessment, Analytical and critical thinking, Data analysis and reporting, Stakeholder engagement and influencing,

Decision-making and problem-solving, Report writing and presentation skills, Communication and interpersonal skills, Facilitation and training delivery, Governance and risk assessment, Planning and organising, Conflict resolution and negotiation, Attention to detail.

How to Apply

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

19 June 2026

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, we encourage and welcome applications from diverse groups from the South African Employee active population. 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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