

# Senior Internal Auditor

## Department

Audit Department

## Location

PKF George

## Position Type

Permanent

## About the position

## Purpose of the role

As a Senior Internal Auditor, you will make a significant technical contribution to client engagements and internal projects. Within your role, you will actively establish, maintain and strengthen internal and external relationships. You will also identify and escalate potential business opportunities for PKF George Consulting within existing engagements.

With a clear focus on anticipating and identifying risks, you will escalate issues as appropriate. Working closely with colleagues, you will confirm whether the work plan is properly executed, documented and concluded in compliance with PKF George Consulting's guidelines. As an influential member of the team, you will help to create a positive learning culture, coach and counsel junior team members and help them to develop.

## Academic Qualifications Required

- Bachelor's degree in Internal Audit, Accounting, Business, Finance or other related field preferred.

## Skills, Competencies and Experience Required

### Skills

- **Personal moral skills:** Demonstrate integrity, values, principles, and work ethic.
- **Analytical skills:** Demonstrate logical reasoning, critical thinking, and the ability to deconstruct information in smaller categories to draw conclusions.
- **Interpersonal skills:** Have the right level of self-confidence, be able to build and manage relationships, be open to feedback, be an active listener, be a team player, be able to manage conflict situations, have a positive attitude and adhere to the workplace etiquette.

- **Communication skills:** Must be able to converse in English and Afrikaans. Junior team members must be able to timely and continuously update the senior team members / other supervisory staff / directors on challenges, progress made and concerns identified.
- **Organisational skills:** Ability to adequately plan, prioritise tasks, apply time management skills and have a strong detail orientation ability.
- **Time management skills:** Must be able to, amongst others, set goals, schedule and manage appointments, multitask, adequately keep record, prioritise tasks and make informed decisions.
- **Problem solving skills:** Must be adaptable, flexible, level-headed, analytically skilled and innovative.
- **Report writing skills:** Dependant on staff level, each team member must concisely and accurately compile their working papers / draft findings and recommendations / draft reports substantiating the scope and results of testing in assessing the adequacy in the design and operational effectiveness of internal controls for submission to the next level of seniority / other supervisory staff for review.
- **Training presentation skills:** The ability to transfer skills and provide training to, amongst others, team members effectively and efficiently.

## Competencies

- Strong ability to read, understand, analyse, and interpret legislation, regulations, professional journals, general business periodicals, technical procedures, and other relevant materials and reports.
- Strong ability to effectively respond to questions and present information.
- Strong mathematical skills and ability to apply related analytical thinking in the work situation to solve practical problems.
- Strong ability to comprehend and interpret oral and written instructions.
- Strong ability to prioritise tasks and work under pressure in a deadline driven environment.

## Experience

Approximately 3 years of related work experience.

Related audit or applicable business experience.

Proficient in Microsoft office (including Excel, Word, Outlook and PowerPoint).

Public Sector accounting / auditing experience preferable.

## Required Computer Package Experience

- Microsoft Office
- CaseWare
- BarnOwl or other relevant Internal Audit / Audit / Accounting Software.

## Key Duties and Responsibilities – Key Performance Indicators

- Work effectively as a team member, sharing responsibility, providing support, maintaining communication and updating senior team members on progress.
- Assign and manage tasks with other team members considering engagement needs and identified business outcomes, and organize own work such that important items get done first.
- Build strong internal relationships within PKF George Consulting and with other services across the organization.
- Develop and maintain productive working relationships with client personnel.
- Collaborate with the client to identify critical project outcomes, work products, barriers to success, and changes in expectations or scope.
- Preparing business process descriptions through interviews with the client's middle and senior management and documenting understanding of business process and confirm the business process descriptions by performing a walkthrough of the process.
- Identifying possible business risks and control weaknesses from the business processes under review.
- Drafting detailed audit programmes to test controls in place.
- Assessment of design and implementation of key controls as well as the operating effectiveness, accuracy and validity thereof.
- Understanding the impact of legislative requirements on the client's business.
- Compilation of working papers substantiating scope and results of testing.
- Review of junior team members' working papers and provide a coaching / mentoring role.
- Contribute to the succinct definition and discussion of complex business issues with PKF George Consulting and client stakeholders.
- Draft individual sections of documents and presentations to explain issues and solution options and implications.
- Display a logical thought process in understanding client challenges and exploring possible solutions.
- Identify and escalate potential risks and issues to project manager along with suggested preventive or mitigating actions.
- Draft audit findings for review by PKF George Consulting Senior Management.
- Discuss audit findings with relevant client senior management (including findings, root causes, risks and recommendations) and obtain management comments, action plans and action implementation dates.
- Act as a visible role model for our people.
- Coach and mentor junior team members.
- Give honest supportive feedback to colleagues.
- Take personal responsibility for own performance and career development.
- Play an active role in PKF George Consulting and Service line team activities.

- Understand and follow workplace policies and procedures.

### Level of Independence

- Work independently but work is reviewed by next level staff member (i.e. Junior Internal Auditor work reviewed by Senior Internal Auditor / Team Leader Expert; Senior Internal Auditor work reviewed by Team Leader Expert / Service Line Expert etc ).

## Apply Now

Applications to be sent to: Souney De Villiers, HR Manager at [souney.devilliers@pkfgeorge.co.za](mailto:souney.devilliers@pkfgeorge.co.za)

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