

# Junior Internal Auditor

## Department

Audit Department

## Location

PKF George

## Position Type

Permanent

## About the position

## Purpose of the role

The Junior Internal Auditor will be making significant technical contributions to Internal Audit engagements by reviewing and evaluating the operations of Internal Audit clients, identifying improvement opportunities and risk factors from analysing operational functions, and assessing the adequacy and effectiveness of internal controls of management. The assistance of the Junior Internal Auditor will be required with client meetings, where findings and recommendations are discussed by the Senior Internal Auditor / Team Leader Expert. The Junior Internal Auditor will also be responsible to deliver the highest quality of work before it is submitted to the next-level reviewer.

## Academic Qualifications Required

- BTech degree or Bachelor's degree in Internal Audit, Accounting, Business, Finance or other related field will be advantageous.

## 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

- Graduate with 1 – 2 years of related work experience.
- Related audit, accounting or applicable business experience.
- 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, manage own time in line with budget, share responsibility, maintain communication and update the Senior Internal Auditor / Team Leader Expert on progress made proactively.
- Demonstrate the ability to work independently and pro-actively communicate all challenges, concerns and exceptions to the Senior Internal Auditor / Team Leader Expert in order to ensure that all assigned tasks are timely completed and signed-off.

- Provide support and assistance to Senior Internal Auditors / Team Leader Expert, as assigned by the Director, in order to effectively perform daily operations and enable effective execution and reviews of audit tasks.
- Develop and maintain productive working relationships with client personnel.
- Contribute to a team's understanding of relevant legislative requirements and complex issues by conducting research or interviews and analysis, and summarizing findings clearly and concisely.
- Contribute to the development of documents and presentations that demonstrate the issue, solution options and implications.
- Evaluate internal controls, apply professional audit techniques, prepare audit work papers, develop solutions, and document findings as part of conducting financial, operational, and compliance audits at Internal Audit clients.
- Obtain an understanding of the client industry, assessment area, related risks and processes and assist in drafting the Risk and Initial Assessment Summary to be submitted for review by the Senior Internal Auditor / Team Leader Expert.
- Assist in completing project related planning documentation to be submitted for review by the Senior Internal Auditor / Team Leader Expert.
- Attend team planning and client opening meetings and take minutes.
- Obtain an understanding of the sampling methodology and document the application thereof relating to the related project.
- Attend meetings with the control owners and take minutes of meetings.
- Prepare a draft control description, based on the meeting with the control owners, that will be submitted for review by the Senior Internal Auditor / Team Leader Expert.
- Prepare and assist in drafting the Business Process, Risk & Control Matrix that will be submitted for review by the Senior Internal Auditor / Team Leader Expert.
- Provide inputs to and challenge the Audit Program.
- Execute tests per the Audit Program and ensure that working papers are of the highest quality.
- Identify issues, draft and submit audit findings (findings, root causes, risks and recommendations) for review by the Senior Internal Auditor / Team Leader Expert.
- Attend meetings with the Senior Internal Auditor / Team Leader Expert where audit findings are discussed with the relevant responsible person at the Internal Audit client, management feedback is obtained, and action plans and implementation dates confirmed.
- Assist the Senior Internal Auditor / Team Leader Expert in preparing for meetings, participate in the meetings and take minutes.
- Assist the Senior Internal Auditor / Team Leader Expert in drafting the Internal Audit report.
- Assist in completing project quality assurance documentation.
- Perform basic administrative duties as needed on a day-to-day basis.
- Execute other duties that the Senior Internal Auditor / Team Leader Expert may assign.

## Level of Independence

- Work independently but work is reviewed by Senior Internal Audit / Team Leader Expert.

## 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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