

INTERNAL ADVERTISEMENT

A vacancy exists for a Control Assurance Manager in Gauteng.

The responsibilities of the position include:

Risk Management

- Identifying and rating risks that are present within the organisation
- Tracking the risks, as identified on a risk register and researching methods of mitigating the identified risks within the business
- Liaising with business to identify the risks that are present, exploring methods to mitigate risks and following up to ensure that corrective action is undertaken
- Reporting to the risk committee to advise them of the risks and action taken to prevent exposure
- To provide a mechanism for mitigating risks and tracking the risk aversion interventions to ensure that they are implemented

Control Assurance

- Acting as the liaison between the business and the internal audit department
- Resolving open audit findings to ensure that all audit findings are adequately resolved
- Liaising with banks in terms of compliance by having meetings on a monthly basis to deal with any issues that may arise
- Reporting to the audit committee, risk committee and board regarding Control assurance
- Managing the Whistle Blowers campaign by:
 - Ensuring that staff are educated with regard to Whistle Blowing reasons and procedures
 - Liaising with the service provider and the specific departmental management regarding calls that are logged through Whistle Blowers, which are sent to the CFO, HR and the Compliance Officer
 - Ensuring that the appropriate action is taken in response to calls that are logged
- Providing feedback to the audit committee as to the calls that are logged
- To ensure that audit findings are remediated
- To provide feedback to the audit and risk committees as well as the board regarding control measures that have been implementing
- Providing a mechanism for employees and external stakeholders to report on irregularities that could lead to misrepresentation or fraud

Internal Audit

- Audit plan - Drafting of annual and 3 year rolling plan
- Drafting and sent out of Engagement letter requesting generic requirements e.g. policies organogram
- Audit – kick off meeting
- Understand the requirements
- Documentation of discussions into word and Visio – narrative – explain and reference to document in walkthrough of processes
- Formulate a risk and control matrix to ID possible risks and assess gap based on process understanding
- Raise findings where there are gaps identified
- Risk is rated based on potential risks
- Evaluate controls to see if risk is mitigated effectively
- Audit Test control to gauge effectiveness to Identify Control Gaps

- Draft detailed audit program – samples selected based on control size
- Agree off requirements with executive
- Once approved execute audit program
- Request documents and document findings in required paperwork
- During testing speak to management about the issues – validate findings (may be a once off problem)
- Draft report
- Perform reviews of staff working papers
- Draft audit report for review by executive
- Close out meetings with management & request management comment on report issued

Compliance Officer

- Ensuring regulatory compliance with all acts by reviewing all acts and tracking the changes that are stipulated
- Identifying the implications of the legislation on the business and advising the business accordingly
- Facilitating prompt changes within the business to ensure legislative compliance
- Reporting on legislative changes and the status of compliance with these changes in the business

In order to be considered for the position, the following requirements must be met:

- Completed B.Com Informatics / Internal Audit qualification
- Completed Honours in Informatics / Internal Audit qualification would be preferred
- Min 3 -5 years' experience in Internal System Audit in financial industry
- Min 3 - 5 years Risk Management experience
- Min 1 year exposure to IT environment
- Advance computer Knowledge
- MS Office (with advanced Excel) and Visio

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Team work
- Delegating Responsibility
- Information Monitoring
- Continuous Improvement
- Guiding & Developing Others
- Driving for Results
- Adaptability
- Engagement Readiness
- Leadership Disposition
- Coping with stress / change