



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

SENIOR TECHNICAL ANALYST INTERNAL AUDIT

REF: 20160603

SALARY: R582, 148.95 PER ANNUM (COST TO COMPANY)

CAPACITY BUILDING UNIT

PRETORIA

PURPOSE:

To provide internal audit function for all registered Co-operative Financial Institutions (CFIs), working with and transferring skills to the CFI audit committees and conduct quality assurance reviews of CFI audit reports. Through continuous audits determine internal controls to provide adequate safeguards to ensure the CFIs general operating efficiency and compliance with laws, regulations, managerial policies and Generally Recognised Accounting Practice. The incumbent will report to the Director: Capacity Building Unit.

KEY OUTPUTS:

It will be expected from the successful candidate to perform the following:

Develop and maintain a plan for auditing all registered CFIs' activities: Continually assess risks, member complaints, findings and recommendations of external auditors and the CBDA Examiners and Senior Technical Analysts, changes in policies and regulations to effectively prioritise audit coverage, working closely with and transferring skills to the CFI audit committee.

Ensure well capacitated, functional and effective CFI audit committees: Assess critical core competencies of audit committee members for them to effectively contribute to the CFI safety and soundness and fulfill their responsibilities to the CFI members• Train CFI audit committee members on the CBDA Audit Committee Training Materials, recommend other training programmes, conferences they should attend and associations they should gain membership to, in order to up-skill themselves and keep abreast of operational, legislative and regulatory changes• Develop and carry out all internal audit activities with the CFI Audit Committee to ensure transfer of skills• Continuously monitor ability to carry out their function independently of the CBDA internal auditor.

Develop and maintain audit programs for each audit area: Continually evaluate the effectiveness of programs within CFI operations• Audit programs should identify objectives, planned audit scope, and procedures to be performed, working closely with the CFI audit committee and ensuring transfer of skills.

Gather and analyse data and report: Timely report audit findings in line with Standards for the Professional Practice of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA), to the Director Capacity Building, CFI Audit Committee and CFI Board of Directors, touching on the stature of operating conditions with recommendations for improvement.

NOTE: Please forward a detailed CV to Attention: Ayanda Radebe, Co-operative Banks Development Agency, National Treasury, Private Bag X115, Pretoria, 0001, or hand delivery to [240](#) Madiba Street, Pretoria, 0002, or email your CV to cbdarecruitment@treasury.gov.za

Qualification and SA citizenship checks will be conducted on all shortlisted candidates and where applicable additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Continuously monitor compliance with laws and regulations: Conduct quarterly monitoring visits to CFIs to ensure implementation of recommendations and compliance to all relevant legislation e.g. Co-operatives Act No. 14 of 2005, Co-operative Banks Act No. 40 of 2007, National Credit Act No. 34 of 2005, South African Revenue Service Act No. 34 of 1997, Financial Intelligence Act No. 38 of 2001, Protection of Personal Information Act No. 4 of 2013 and any other South African legislation relevant to the Co-operative Banking Sector.

Conduct special projects and all other duties: Carry out all other duties as the CBDA may reasonably direct concerning CFI financial integrity, management, governance and overall safety and soundness of the CFI sector as a whole.

Continue professional development: Resolve to continue education and training to enhance professional efficiency● Maintain continuous contacts with South African Institute of Chartered Accountants (SAICA), Independent Regulatory Board for Auditors (IRBA), South African Institute of Professional Accountants (SAIPA), Southern African Institute of Government Auditors (SAIGA) and any other accounting/auditing regulatory bodies for updates on accounting standards, auditing standards and any other relevant rules and regulations.

REQUIREMENTS:

- Have a Degree or Honours Degree in Auditing, (NQF 7).
- Have a minimum of 5 years working experience in an auditing environment.
- Should be a member of a relevant professional body (SAICA, IRBA, IIA, ACCA or SAIGA).
- Experience in Cooperative Banking auditing would be an advantage.
- Minimal supervision, exercise initiative within established guidelines and procedures, work closely with CFI Audit Committees.

COMPETENCIES:

- Excellent interpersonal, communication, facilitation and strong report writing skills.
- Excellent quantitative and analytical skills.
- Team orientated.
- Must be willing to travel extensively.
- Computer literacy – Microsoft suite of products.

SPECIAL CONDITIONS

- The position requires regular overnight travel nationally to oversee audit processes of CFIs.
- Must have a valid driver's licence
- The incumbent will be subjected to competency testing in computer skills and financial assessment and MUST satisfy a security background check.

Closing date: Friday, 24th of June 2016 by close of business.

No late applications will be considered.