



## **INTERNAL AND EXTERNAL ADVERTISEMENT**

*Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province*

### **THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION**

#### **ASSISTANT MANAGER: INTERNAL AUDIT X2 (ONE (1) YEAR FIXED TERM CONTRACT)**

##### **Purpose of position**

To assist and provide internal and external audit support to the Manager Internal Audit.

##### **Key Responsibilities:**

- Prepares project plan detailing scope of audit, period of execution and resources deployed.
- Distributes audit plan to management in advance.
- Prepares audit working papers based on audit plan.
- Prepares system description (process flow).
- Gathers appropriate evidence to substantiate audit findings.
- Prepares audit file with all relevant documentation.
- Drafts and engages process owners on audit findings
- Conducts audits in line with International Standards for the Professional Practice of Internal Audit (ISPPA) and the approved methodology
- Prepares audit reports and reports audit findings to Manager.
- Follow up on the internal and external audit recommendations and action plans
- Preparation of monthly governance reports (EXCO, Audit Committee, Board etc)
- Facilitate the AG annual Statutory Audits

##### **Minimum Requirements**

- B Degree in Accounting or Internal Auditing (NQF 7)
- Post graduate degree in auditing, accounting, finance or related field and drivers license will be an advantage.
- Membership with the Institute of Internal Auditors of South Africa (IIASA) or South African Institute of Chartered Accountants (SAICA) or another related Institute
- 3 years' direct experience in an internal/ external audit environment of which 1 year must be in a supervisory or management level in public Sector environment.

##### **Competencies (Knowledge, Skills and Attitudes)**

- Analytical
- Report Writing
- Accuracy
- Professionalism

- Deadline Driven
- Ethical

**Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.**

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: [internalaudit@gep.co.za](mailto:internalaudit@gep.co.za), with subject being the position applied for, by no **later 30 March 2022 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.