

JOB TITLE: HEAD INTERNAL AUDIT - 12 MONTHS FIXED TERM CONTRACT

Small Enterprise Finance Agency Soc Ltd (**sefa**), a development finance institution (DFI), established to provide access to finance for Small, Medium and Micro Enterprises (SMMEs) including Co-operatives seeks to employ the **Head Internal Audit**. **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and is an entity under the Executive Authority of the Department of Small Business Development (DSBD).

JOB TITLE: Head: Internal Audit – 12 Months Fixed Term Contract

PURPOSE OF THE JOB: Reporting to the **AUDIT COMMITTEE (AC) AND THE CHIEF EXECUTIVE OFFICER**, the successful candidate will manage and lead the Internal Audit function by providing an independent and objective evaluation of internal controls over the key activities of **sefa**.

KEY PERFORMANCE AREAS: The incumbent will be accountable to the Audit Committee, which requires a competent, dynamic and result driven Head Internal Audit to perform, inter alia, the following key focus areas:

- Develop an Internal Audit Strategy;
- Develop policies and procedures which are aligned to the Internal Audit strategy;
- Develop and implement Internal Audit framework aligned to the Internal Audit strategy ;
- Review the strategic objectives of the organization and the action plans designed to achieve those objectives;
- Development and implementation of a risk based 3 Year Rolling Internal Audit Plan & operational Annual Audit Plan;
- Implement Quality Assurance Improvement Program in line with the Institute of Internal Auditors (IIASA) standards;
- Development and Implementation of a Combined Assurance Model;
- Review, benchmark and update internal audit charter;
- Review and translate **sefa** strategy and Audit Committee mandate into Audit Universe;
- Communicate approved department strategy, Charter, policies, procedures, and operational plan to all relevant stakeholders;
- Develop and implement Fraud Prevention and Investigation Strategy (including a fraud response Plan.);
- Conduct Investigations and report findings to Management & the Audit Committee;
- Develop and implement forensic accounting strategy, methodology, frameworks and guidelines;
- Review the audit manual, policies and processes for adequacy and recommend and assist in making the necessary improvements.
- Conduct risk mapping using the strategic, key operational and business unit-level risk profiles to establish what risks are assured and by whom and what risks should be assured and by whom
- Design the blueprint for the combined assurance which includes the risk-based assurance coverage, analysed per assurance provider and management/ governance committee responsible
- Co-ordinate information from the various assurance providers and verify the accuracy of the information
- Evaluate the adequacy and effectiveness of controls based on audits conducted to provide a written assessment to the Board

- Evaluate internal financial controls to provide a written assessment to the Audit Committee
- Provide Internal Audit management reporting to internal stakeholders, Audit Committee (AC), **sefa** Board and other relevant committees
- Oversee the preparation and consolidation of Internal Audit report for **sefa** and present at EXCO, AC, **sefa** board (monthly / quarterly)
- Provide inputs and advise to Annual Report with regards to Internal Audit matters
- Attend to **sefa** Board, Board Committees and EXCO resolutions timeously that are relevant to Internal Audit function
- Provide Internal Audit guidance to managers in the business
- Act in an advisory capacity to the **sefa** Board on Internal Audit
- Compile budget inputs in accordance with policies, procedures and legal requirements
- Manage costs against approved budget
- Determine human resource requirements for individual tasks, with input from stakeholders, to determine staffing levels and required competencies

EDUCATION & EXPERIENCE:

- B.Com Accounting or Internal Audit
- A Post Graduate Degree (preferable in Accounting / Internal Audit),
- A Certified Internal Auditor (CIA) or CA (SA) is required,
- Certified Fraud Examiner (CFE) advantageous
- 5 – 10 years' experience in Internal audit or related areas, including 5 years in a senior managerial position with substantial experience preferably in financial service and/or SMME field;
- Strong management and business capabilities;
- Ability to influence and build excellent external and internal working relationships;
- Ability to function and influence at all levels in the organisation including executive level;
- Ability to work independently and at strategic, operational and tactical levels;
- Ability to proactively facilitate and influence key role players

CRITICAL COMPETENCIES:

- Understanding of Corporate Governance and King IV;
- Strategic capability
- Understanding of Corporate governance principles
- Passion for development;
- Business Acumen;
- Analytical ability and Decisiveness;
- Passion for development;
- Committed to the values of the organisation;
- Written and Verbal communication
- Report writing

To apply for this challenging role, interested persons are required to forward their comprehensive CV with covering letter of motivation to: executiverecruitment@sefa.org.za quoting the position applied for.

CLOSING DATE 23 April 2020

PLEASE NOTE: Short-listed candidates will be required to undergo a competency assessments and verification of all their credentials. Communication will be limited to short-listed candidates only.