

JOB DESCRIPTION

DESIGNATION	Audit, Risk & Compliance Manager
Reporting to	Audit Committee
Department	Financial Services – Risk & Compliance
Location	Head Office, Pretoria

Compiled by	Corporate Services Manager
Approved by	
Status	Final
Sources	Source documentation
Grade	TBC

OUTPUT PROFILE

Purpose	To develop, implement, coordinate monitor and evaluate the organisation's Audit, risk and compliance management strategy
Key Performance Area	Performance Outputs
<i>Risk & Compliance management</i>	<ul style="list-style-type: none"> • Develop, implement and maintain Business Continuity plans for the organisation and individual services as necessary • Prepare and execute an approved Fraud Prevention Plan in alignment with Corporate Governance requirements • Prepare and execute an Audit Charter in alignment with Corporate Governance requirements • Prepare and execute rolling three-year strategic internal audit plan in alignment with Corporate Governance requirements. • As the head of the division ensure that internal audit function adheres to the standards set by the Institute of Internal Auditors. • As the head of the division ensure the purpose, authority and responsibility of the internal audit function is consistent with the Institute of Internal Auditors definition of internal auditing. • Introduce a culture of Risk Management supported by policies and procedures • Develop and maintain a Risk Register and ensure its regular review by management and the Board • Implement, support and audit relevant quality assurance systems across the organisation • Recommend and implement an organisation wide quality assurance programme based on objectives set by the Board and Chief Executive officer • Use audits and corrective action to ensure continuous improvement • Report on the findings of monitoring and evaluation processes and make recommendations as appropriate • Develop and implement a health & safety plan based on external and internal audits with defined responsibilities and delivery dates • Ensure all systems (IT and paper) for storing and processing data are compliant with prevailing legislation • Plan financial, regulatory, compliance and operational audits • Lead and manage the audit process together with the Chief Financial Officer and other Executives
<i>Governance</i>	<ul style="list-style-type: none"> • Establish an integrated internal control systems (including policies) • Delegations framework • Conduct risk and compliance assessments • Escalate issues relating to non-compliance • Departmental governance frameworks • Effectively promote and practice good Corporate Governance
<i>Innovation, excellence and transformation</i>	<ul style="list-style-type: none"> • Ensure innovation in the implementation of service delivery solutions • Ensure implementation of processes that capture and exploit innovative opportunities. • Set, standardize acceptable practices. Ensure efficient management of interfaces. • Ensure transformation within the area of responsibility to execute Agrément South Africa's mandate.
<i>People Management and Leadership</i>	<ul style="list-style-type: none"> • Ensure a positive and constructive culture • Effectively manage people, including developing strategic skills and fostering world-class delivery • Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service • Provide sufficient resources in support of targets and objectives. • Ensure effective and efficient management and utilisation of budget.
<i>Ad Hoc Duties</i>	Perform any and all reasonable tasks given by the Chief Financial Officer and the Chief executive officer

REQUIREMENTS DESCRIPTION & STRUCTURE

<p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> A Bachelor's Degree in Auditing/Finance/ Risk, compliance and governance law or equivalent is a minimum requirement 5-8 years' experience at managerial level in the Risk & Compliance environment Experience in auditing principles and practices Registration with a professional body as a chartered auditor (Institute of Internal Auditors) an advantage 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> Development of risk management strategies and business solutions Understanding of Institute of Internal Auditors standards Quality management System/s Operational compliance requirements Office 365 Prince 2 Relevant legislation, regulations and prescripts Contract management Security management Report writing
<p><u>Skills Required:</u></p> <ul style="list-style-type: none"> Extremely organized, detailed oriented and efficient Ability to manage tight deadlines , being punctual while handling heavy workload Strong interpersonal skills, excellent communication and reporting capability Self-directing, ability to coordinate and direct others Ability to work efficiently in a broad cultural spectrum Forward thinking Networking skills 	<p><u>Competencies Required:</u></p> <ul style="list-style-type: none"> Planning and organising Deadline driven Attention to detail Formulating and implementing risk management strategies and operating practices Internal audit Conflict handling Problem solving and decision making Stress tolerance Able to follow rules and regulation diligently Programme and project management
<p><u>Position Measures</u></p> <p><u>FINANCIAL MEASURES</u></p> <p><u>UNIT MEASURES</u> <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/></p> <p><u>PEOPLE MEASURES</u> <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Direct Reports: <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Indirect Reports: <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/></p> <p>3rd Party Staff</p>	<p><u>Organogram</u></p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">AUDIT COMMITTEE</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto; background-color: #e0e0e0;">AUDIT RISK & COMPLIANCE MANAGER</div> </div>

SIGN OFF

Incumbent

Line Manager

HR Representative

Date Signed

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.