

## JOB DESCRIPTION

<b>DESIGNATION</b>	<b>Audit, Risk &amp; Compliance Manager</b>
<b>Reporting to</b>	<b>Audit Committee</b>
<b>Department</b>	<b>Financial Services – Risk &amp; Compliance</b>
<b>Location</b>	<b>Head Office, Pretoria</b>

<b>Compiled by</b>	<b>Corporate Services Manager</b>
<b>Approved by</b>	
<b>Status</b>	<b>Final</b>
<b>Sources</b>	<b>Source documentation</b>
<b>Grade</b>	<b>TBC</b>

## OUTPUT PROFILE

<b>Purpose</b>	To develop, implement, coordinate monitor and evaluate the organisation's Audit, risk and compliance management strategy
<b>Key Performance Area</b>	<b>Performance Outputs</b>
<i>Risk &amp; Compliance management</i>	<ul style="list-style-type: none"> <li>• Develop, implement and maintain Business Continuity plans for the organisation and individual services as necessary</li> <li>• Prepare and execute an approved Fraud Prevention Plan in alignment with Corporate Governance requirements</li> <li>• Prepare and execute an Audit Charter in alignment with Corporate Governance requirements</li> <li>• Prepare and execute rolling three-year strategic internal audit plan in alignment with Corporate Governance requirements.</li> <li>• As the head of the division ensure that internal audit function adheres to the standards set by the Institute of Internal Auditors.</li> <li>• 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.</li> <li>• Introduce a culture of Risk Management supported by policies and procedures</li> <li>• Develop and maintain a Risk Register and ensure its regular review by management and the Board</li> <li>• Implement, support and audit relevant quality assurance systems across the organisation</li> <li>• Recommend and implement an organisation wide quality assurance programme based on objectives set by the Board and Chief Executive officer</li> <li>• Use audits and corrective action to ensure continuous improvement</li> <li>• Report on the findings of monitoring and evaluation processes and make recommendations as appropriate</li> <li>• Develop and implement a health &amp; safety plan based on external and internal audits with defined responsibilities and delivery dates</li> <li>• Ensure all systems (IT and paper) for storing and processing data are compliant with prevailing legislation</li> <li>• Plan financial, regulatory, compliance and operational audits</li> <li>• Lead and manage the audit process together with the Chief Financial Officer and other Executives</li> </ul>
<i>Governance</i>	<ul style="list-style-type: none"> <li>• Establish an integrated internal control systems (including policies)</li> <li>• Delegations framework</li> <li>• Conduct risk and compliance assessments</li> <li>• Escalate issues relating to non-compliance</li> <li>• Departmental governance frameworks</li> <li>• Effectively promote and practice good Corporate Governance</li> </ul>
<i>Innovation, excellence and transformation</i>	<ul style="list-style-type: none"> <li>• Ensure innovation in the implementation of service delivery solutions</li> <li>• Ensure implementation of processes that capture and exploit innovative opportunities.</li> <li>• Set, standardize acceptable practices. Ensure efficient management of interfaces.</li> <li>• Ensure transformation within the area of responsibility to execute Agrément South Africa's mandate.</li> </ul>
<i>People Management and Leadership</i>	<ul style="list-style-type: none"> <li>• Ensure a positive and constructive culture</li> <li>• Effectively manage people, including developing strategic skills and fostering world-class delivery</li> <li>• Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service</li> <li>• Provide sufficient resources in support of targets and objectives.</li> <li>• Ensure effective and efficient management and utilisation of budget.</li> </ul>
<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><b><u>Qualifications &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• A Bachelor's Degree in Auditing/Finance/ Risk, compliance and governance law or equivalent is a minimum requirement</li> <li>• 5-8 years' experience at managerial level in the Risk &amp; Compliance environment</li> <li>• Experience in auditing principles and practices</li> <li>• Registration with a professional body as a chartered auditor (Institute of Internal Auditors) an advantage</li> </ul>	<p><b><u>Knowledge:</u></b></p> <ul style="list-style-type: none"> <li>• Development of risk management strategies and business solutions</li> <li>• Understanding of Institute of Internal Auditors standards</li> <li>• Quality management System/s</li> <li>• Operational compliance requirements</li> <li>• Office 365</li> <li>• Prince 2</li> <li>• Relevant legislation, regulations and prescripts</li> <li>• Contract management</li> <li>• Security management</li> <li>• Report writing</li> </ul>
<p><b><u>Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>• Extremely organized, detailed oriented and efficient</li> <li>• Ability to manage tight deadlines , being punctual while handling heavy workload</li> <li>• Strong interpersonal skills, excellent communication and reporting capability</li> <li>• Self-directing, ability to coordinate and direct others</li> <li>• Ability to work efficiently in a broad cultural spectrum</li> <li>• Forward thinking</li> <li>• Networking skills</li> </ul>	<p><b><u>Competencies Required:</u></b></p> <ul style="list-style-type: none"> <li>• Planning and organising</li> <li>• Deadline driven</li> <li>• Attention to detail</li> <li>• Formulating and implementing risk management strategies and operating practices</li> <li>• Internal audit</li> <li>• Conflict handling</li> <li>• Problem solving and decision making</li> <li>• Stress tolerance</li> <li>• Able to follow rules and regulation diligently</li> <li>• Programme and project management</li> </ul>
<p><b><u>Position Measures</u></b></p> <p><u>FINANCIAL MEASURES</u></p> <p><u>UNIT MEASURES</u> <input type="text"/></p> <p><u>PEOPLE MEASURES</u> <input type="text"/></p> <p>Direct Reports: <input type="text"/></p> <p>Indirect Reports: <input type="text"/></p> <p>3<sup>rd</sup> Party Staff</p>	<p><b><u>Organogram</u></b></p> <div style="text-align: center;"> <pre> graph TD     A[AUDIT COMMITTEE] --- B[AUDIT RISK &amp; COMPLIANCE MANAGER]             </pre> </div>

## SIGN OFF

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**Incumbent**

\_\_\_\_\_  
**Line Manager**

\_\_\_\_\_  
**HR Representative**

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**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.