



SOUTH AFRICAN TOURISM

CHIEF AUDIT EXECUTIVE

An opportunity exists within South African Tourism, for a Chief Audit Executive, based at Sandton. This position reports to the Audit and Risk committee and administratively to the Chief Executive Officer. If you meet the minimum requirements, are passionate about Auditing, tourism and international travel, then we invite you to apply for this exciting position.

KEY PERFORMANCE OUTPUTS:

Strategic oversight and business unit planning

- Develop and manage control processes and procedures associated with the formulation of the Audit plan and programme;
- Ensure that financial and operations audit are conducted within the department in accordance with prescribed audit processes and procedures;
- Apply a risk-based approach to setting of the Audit Plan;
- Develop an Internal Audit strategy aligned to the business strategy;
- Develop a strategy execution plan and implement;
- Develop and maintain independent relationship with clients Group leadership;
- Monitor and evaluate the effectiveness of the internal audit system related to governance, effectiveness and efficiency of controls and operations and compliance with legislation;
- Manage the conduct of consulting engagements within the SA Tourism to address internal audit matters;
- Co-ordinate and compile regular reports to the Board, CEO on all aspects of the SA Tourism audit practices.

Governance and Compliance Advisory Services

- Provide an objective advisory and assurance service and assist managers in identifying areas needing improvement in order to address compliance and governance issues;
- Manage follow up audits to assess whether agreed solutions between internal audit and management are being implemented and report deviations where required;
- Respond to queries/ questions, through the collection of factual information and/ or presenting and elaborating on findings to substantiate outcomes;

- Disseminate guidance and information on specific key performance areas and requirements associated with the Audit program and procedures;
- Respond to queries/ questions, through the collection of factual information and/ or presenting and elaborating on findings to substantiate outcomes;
- Compile reports on the results of internal audit exercises and report to the Board and CEO on audit findings and recommendations to ensure informed decision-making in audit related matters;
- Provide an annual holistic opinion on the effectiveness and adequacy of risk management, control, and governance processes to the organisation.

Audit Plan and Compliance Monitoring and Reporting

- Oversee and monitor compliance with laid down financial and procurement policies and standard operating procedures;
- Analyse accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures;
- Evaluate the adequacy and capability of internal controls to identify deviations from guidelines and procedures;
- Prepare comments and opinions on observations of specific processes, procedures, controls, and systems;
- Manage and oversee the implementation of Audit processes to determine irregularities or non-compliance;
- Receive Audit Committee reports and analyse the scope and nature of the investigations;
- Formulate and check the validity of all audit methodologies using sample audits;
- Prepare comments, opinions, and conclusions in respect of the investigation and audit findings;
- Ensure that the status, strategy, resources, knowledge, and skills of the internal audit department are aligned and are consistent with the organisation's objectives and governance policy.

Manage external providers

- Manage a good and professional working relationship with all external service providers;
- Ensure the provision of proficient internal audit investigations services by service providers;
- Co-ordinate and manage the audit scope and plans with all service providers;
- Analyse, report and provide advice on financial and audit dealing of SA Tourism;
- Review the work done and reports for quality assurance;

- Review and evaluate any audit reports and recommendations jointly with the Audit Committee and Chief Financial Officer.

MINIMUM REQUIREMENTS:

- Bachelors degree in Accounting/Auditing;
- Postgraduate or Masters degree in Auditing/Risk Management/Management Accounting fields or relevant equivalent qualification will be an added advantage;
- 8-10 years in accounting/auditing or related field of which 5 years should be in a management position;
- Registered Chartered Accountant CA(SA) or Certified Internal Auditor (CIA);
- All relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act;
- Knowledge of the International Standards for the Professional Practice of Internal Auditing (ISPPAs);
- Knowledge of the King 4 Report;
- Knowledge of the internal auditor's (IIA) code of ethics;
- Knowledge of Corporate Governance principles and guidelines;
- Knowledge of all Public Service systems;
- Policies and Procedures;
- Business Environment;
- Risk Management.

QUALITIES:

- Business Acumen
- Fact-finding and investigative
- Ability to lead a team and people management
- Honesty and Integrity
- Confidentiality
- Good interpersonal relations
- Resilience
- Ability to thrive under pressure
- Deadline driven

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Please send CVs to: hr@southafrica.net

Closing date : 3 February 2023

South African Tourism is an equal opportunity employer. Applications from people living with disabilities will be considered.
No late applications will be considered