



Naledi Local Municipality is an equal opportunity affirmative employer. It is our intention to promote representivity (race, gender and disability) in the municipality through the filling of the position, and municipality hereby invites applicants who are experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position:

## ADVERTISEMENT DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER 1.POSITION: INTERNAL AUDITOR

### REMUNERATION:

Basic salary according to SALGBC guidelines or wage curve Task Grade 14. Benefits of the position according to the grade of the municipality.

### REQUIREMENTS:

B-Com Auditing/B-tech Degree in Internal Auditing or equivalent qualification (NQF level 7). 4-5 years' experience in the field (Internal Auditing), Registration with the Public Accountancy and Auditing Board as a Registered Accountant and or/Auditor.. Computer literacy and Valid driver's license

### RESPONSIBILITIES:

**Co-ordinate and controls processes and procedures associated with the formulation of the Municipality's risk based Audit Plan and Program, by**, Interpreting legislative requirements and discussing with the immediate superior/Audit Committee, the structure of the plan and program. Researching key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the plan and program. Interacting and providing information and opinion on researched issues to the immediate superior/Audit Committee, commenting specifically on the appropriateness of the Plan/Program against internal processes. Adjusting the Plan/Program based on approval of recommendations/ submissions prior to implementation.

**Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions/activities of the Municipality, by**, Analysing Financial Statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the Municipality and compliance with applicable Acts. Perusing through contractual agreements and assesses compliance with laid down financial and procurement policies. Analysing accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures. Evaluating the adequacy and capability of internal controls to identify with deviations from guidelines and procedures. Assessing the validity of performance and costing systems and checking accuracy in specific applications (project costing, etc). Preparing comments and opinions on observations of specific processes, procedures, controls and systems

### **Manages the implementation of Audit investigative processes to determine irregularities or non-compliance, by**

Receiving Audit Committee Reports and analyzing the scope and nature of the investigation. Formulating and checking the validity the methodology using sample audits. Implementing procedure, analyzing records and paper trails, conducting interviews and, testing and/or verifying information and data. Preparing comments, opinions and conclusions in respect of the investigation and findings.

### **Disseminates guidance and information on specific key performance areas and requirements associated with the Audit program and procedures, by**

Participating in various meetings (Audit Committee, council, internal and external forums) and provides comments/opinions. Responding to queries/questions, through the collection of factual information and/or presenting and elaborating on findings to substantiate outcomes. Collaborating with external official departments, professional bodies on audit procedural applications and principles with a view to aligning internal processes. Providing advice to heads of internal departments on the realignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.

**SKILLS:** Computer literacy

**CLOSING DATE: 19 June 2015**

Telephone Enquiries may be directed to HR Manager Thato Mazangwana at (051) 5410012

Please send your applications to:

OFFICE OF THE MUNICIPAL MANAGER  
NALEDI LOCAL MUNICIPALITY  
Private Bag X1  
DEWETSDORP  
9940

**NB.** No faxed, e-mailed or applications with Z83 will be accepted.

We thank all applicants for their interest

**Q.W LEFORA**  
**MUNICIPAL MANAGER**