

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: INTERNAL AUDIT

**AUDIT ASSISTANT (P11) X4 POSITIONS
FIXED TERM CONTRACT (ONE-YEAR CONTRACT)
(MUCKLENEUK CAMPUS - PRETORIA)**

(REF: INTERNAL/AUDIT/AUDIT ASS/P11/2023-BN)

The purpose of the job is to provide unemployed registered UNISA students with no prior working experience of any kind with an opportunity of experiential learning in the professional practice of Internal Auditing. Candidates who have prior working experience need not apply as they will not be considered.

Minimum Requirements (Strictly UNISA Undergraduate and Postgraduate Students)

- Grade 12 (Matric)
- Final year of study with UNISA in one of the following formal qualifications:
 - National Diploma in Accounting Sciences
 - BCom in Internal Auditing
 - BCom in Business Informatics
- And any other relevant accounting/IT qualification
- Computer literate in Microsoft Office packages

Recommendation

- Relevant post graduate qualifications (added advantage)
- Drivers license (added advantage)

Skills

- Interpersonal skills
- Time management
- Work under pressure
- Work in a team
- Communication verbal and written skill

Duties

- Assist in reviewing prior working papers
- Assist in reviewing applicable policies, procedure & standards
- Assist in preparing minutes of meetings held
- Assist in preparing the System Description and Audit Objectives, Risks, Controls and Audit Procedures (ORCA) documents
- Assist in assessing risks and controls using the ORCA methodology
- Perform or help perform audit procedures to accomplish steps outlined in approved audit programs.
- Perform checks, reconciliations, comparisons, and verifications of transactions and other matters in line with audit procedures.
- Document findings/observations.
- Prepare working papers documenting procedures performed
- Cross reference working papers to related audit evidence
- Maintain up-to-date audit files
- Prepare audit finding sheets and exception reports
- Make or help make recommendations to address unsatisfactory conditions
- Discuss exception reports with and obtain comments from client
- Document management comments
- Prepare sections of the draft report in relation to results of procedures performed
- Follow-up on reported findings and evaluate the completeness of the clients' corrective action plan


- Attend meetings
- Completion of leave forms/timesheets
- Check and responding to e-mails
- Provide general office administration assistance when required

Closing date: 8 May 2023

Enquiries: Ms B Nandi : 012 429 6176 (HR Contract appointments)
Mr M Hwehwe: 012 429 8831 (Internal Audit)

- **The completed prescribed application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous three months) of;**
 - all educational qualifications,
 - identity document; and
 - academic transcripts/records
- **UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.**
- **The prescribed application form is obtainable from: <http://www.unisa.ac.za/vacancies>**
- **Late, incomplete, and incorrect applications will not be considered.**

Appointments will be made in accordance with Unisa's Employment Equity Plan.

We welcome applications from Persons with Disabilities 

Applications must be submitted clearly marked with the name of the relevant Department, the position applied for and the reference number of the position.

Applications must be emailed to: InternalAudit-AuditAssistantFTP11@mylife.unisa.ac.za

All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful