



Position Title: Internal Auditor

SASRIA SOC LIMITED

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

Vision

“To protect the assets of all South African against extraordinary risks”

Mission

The vision will be achieved via our mission of driving sustainable and vibrant business by:

- Balancing shareholder value creation with having a positive social impact;
- Providing excellent customer service;
- Being clear and consistent in our communication;
- Developing the skills and capacity of own employees;
- Improving our current strategic current strategic partnerships, and establish new ones; and
- Providing innovative and relevant products;

Core Values

The following values underpin Sasria’s pursuit of its stated vision and mission:

- **Professionalism** - we will treat our stakeholders – i.e. customers, employees and shareholders - with respect and dedication while remaining accountable to them;
- **Integrity** - we will conduct ourselves in a manner that is fair, transparent and ethical, and uphold high levels of equality and trust;
- **Teamwork** – in the performance of our tasks we will be guided by the ideals of unity of purpose, cooperation and mutual respect;
- **Innovation** - we will create opportunities for creativity and learning and encourage same amongst our employees; and
- **Customer Centricity** - We strive to meet and exceed our customer's expectations.

Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.



ROLE DESCRIPTION

Job summary statement/purpose

Performs internal auditing work. Undertakes performance, financial, risk management and compliance audit projects. Provides consulting services to the Company's management and staff and to Sasria the Agent Companies.

Key performance areas (duties & responsibilities)

1. Sasria Departments or Agent Company Internal Audits

Performs professional internal auditing work:

- Financial;
- Operational;
- Compliance and Governance; and
- Risk Management audit projects;

Provide consulting services through:

- Audit recommendations; and Ad hoc projects.

2. Technical auditing

- Assists in identifying and evaluating the Company's risk areas;
- Assist in the development of audit programs or procedures by identifying risks and controls (RACM) for the area to be audited;
- Conduct planning and preparation of allocated audit assignments by drafting audit start letters, opening meetings, preliminary surveys, agreeing audit scope and sign-off;
- Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence, and documenting client processes and procedures;
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers;
- Identifies, develops, and documents audit issues and recommendations using independent judgement concerning areas being reviewed;
- Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations to management;
- Develops and maintains productive client and staff relationships through individual contacts and group meetings; and
- Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers.

3. Policy and procedure development

- Provides input on improvement of strategic audit and annual plan;
- Provides input on the improvement of the audit policy and procedure manual.
- Represents internal audit on:
 - Company project teams;
 - Internal company staff committee meetings (on request, i.e. Transformation committee and the Health and Safety committee meetings); and
 - External assurance providers or organisations.
- As and when required.



4. Training and Support

Active involvement in development of own skills, through agreeing performance development plan with Senior Auditor/Supervisor and Senior Manager Internal Audit to improve or maintain the following skills:

- Negotiating and problem solving skills;
- Effective verbal and written communication, including active listening skills and skill in presenting findings and recommendations by audit staff; and

Establish and maintain harmonious working relationships with co-workers, staff and external contacts.

5. Ad hoc duties

- Perform any reasonable ad hoc tasks as and when required by the Internal Audit Manager and Head of Internal Audit i.e. to conduct a gap-analysis

BEHAVIOURAL COMPETENCIES/Attributes:

- Analytical
- Detail oriented
- Assertive
- Business ethics, integrity and corporate governance
- Logical
- Of sound judgement
- Diplomatic
- Resilience and ability to deal with change
- Cultural sensitivity
- Work ethic

QUALIFICATIONS and EXPERIENCE:

Minimum:

- B.Com (auditing) or equivalent three year Internal Auditing qualification. At least two years of full-time experience in auditing (auditing, accounting, risk management) (all or a combination).

Ideal:

- Postgraduate qualification

Knowledge

- Good knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred broad business practices.
- Good knowledge of the Insurance Industry.
- Knowledge of the *Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* developed by The Institute of Internal Auditors.
- Knowledge of industry program policies, procedures, regulations, and laws.
- Knowledge of management information systems terminology, concepts, and practices.
- Knowledge of governance and risk management.
- General business knowledge.



Skills and Competencies

Technical Skills

- Good in conducting quality control reviews of audit work products
- Good research and investigations skills
- Good audit execution skills
- Proficient computer skills

Behavioral skills

- Good problem solving and negotiating skills
- Good written and verbal communication skills
- Basic project management skills
- Basic planning skills
- Good level presentation skills

Attributes/values

- Maintaining attention to detail and accuracy while meeting critical deadlines.
- Exercising independent judgment within established guidelines; prioritizing work and coordinating several activities/tasks simultaneously.
- High level of confidentiality and ethics.

Demographics

A South African citizen of any gender, preference will be given to an EE candidate

Location of the role

The role will be located in Illovo, Johannesburg

CLOSING DATE: 14 December 2018

PLEASE SEND YOUR CV TO: careers@sasria.co.za