

Job description

We are a fast-growing Audit business based in Johannesburg, seeking a suitably qualified and experienced senior manager to take responsibility of the audit and accounting business. We offer audit and non-assurance services to both the private and the public sectors.

The ideal candidate should be experienced in handling audit, tax, accounting, consulting engagements and general personnel management. He/she should be able to work independently and within a team. This person must be exceedingly well organized, flexible and time-conscious as a huge aspect of the role includes the supervision of others.

Job Description:

The Senior Manager will report directly to the Director and his/her responsibilities include the following:

- Execute and oversee audit planning, field work, and audit reporting; prepares reports, and communicates findings and recommendations to line and senior management.
- Conduct full audit file reviews and related reports to ensure the relevant files are ready for sign off.
- Review audit work papers prepared by the audit staff to ensure sound audit theory and compliance with the relevant methodology.
- Provide technical assistance to staff members (where required).
- Ensures that reviews are completed in compliance with the relevant standards.
- Manage resourcing and planning of staff members on audit engagements.
- Must be capable of presenting results to senior management and maintain excellent client relationships.
- Produce client reports (AFS, Minutes, Certificates, Management letters etc.)
- Auditing, independent review and compilation of financial statements according to IFRS for SMEs.
- Review time-sheets.
- Manage WIP.
- Manage collection of invoice payments.
- Compliance and improvement of the firm's audit methodology.
- Responsible to ensure audit quality and risk management in the review process.
- SARS – annual returns, provisional tax, VAT, PAYE, EMP501, objections and disputes.
- Full accounting function capability including but not limited to Compilation of IFRS and IFRS for SMEs compliant financial statements, GRAP compliant Accounting Policies GRAP compliant Notes to the Financial Statements, Adjusting journals, Fixed Asset Register etc.
- Responsible for the daily supervision and development of staff and the completion of performance evaluations.
- Undertake wider professional tasks, as required.

Requirements:

- CTA or similar degree (required)
- CA (SA) advantageous
- Five plus years of audit experience in public accounting or internal audit
- 3 - 4 years Post Articles
- Demonstrated sound technical abilities in select areas (audit, accounting, regulatory, compliance, etc.)
- Initiative / pro-activity.
- Team leadership.
- Ability to develop talent.
- Adherence to principles and values.
- Writing and reporting skills.
- Strong communication skills.
- Time management skills
- Strong administrative skills
- Project management skills
- Information gathering and problem analysis skills.
- Able to demonstrate and exercise sound judgment skills.
- Planning and organisational skills.
- Quality and detail orientation.
- Customer focused.
- Able to work and cope under pressures and deal with setbacks.
- Strong teamwork skills.
- Interpersonal skills
- Results driven and able to achieve work goals and objectives.

BENEFITS

- Market related salary
- Opportunity to grow professionally at a fast pace and form part of a strategic cohort