

PKF Constantia Valley Cape Town Audit Manager

Department

Audit Department

About the position

Location

Diep River, Cape Town

Position Type

Permanent

Purpose of the role

Co-Managing the Audit Dept, which involves co-ordinating staff and work to produce a File and Annual Financial Statements for the partners. Purpose - to present Partner with clean audit file and AFS.

Academic Qualifications Required

CA(SA)

Skills, Competencies and Experience Required

Skills

- Communication skills
- Managerial skills
- Time Management skills
- Training skills
- Coaching skills
- Problem-solving skills
- Multi-Tasking skills
- Interpersonal skills
- Conflict Management skills

Competencies

- Academic/Technical Knowledge
 - IFRS for SMEs
 - VAT
 - Income Tax

- Auditing Standards
- Professionalism
- Flexibility

Experience

- 1 -2 years post article experience as an audit manager

Required Computer Package Experience

- Microsoft Office
- CaseWare
- Microsoft Outlook

Key Duties and Responsibilities – Key Performance Indicators

People Management

- Manage and supervise audit engagements
- Plan and co-ordinate work with audit trainees
- Responsible for Staff Assessments (SAICA Assessment Process)
- Counselling, coaching and training audit trainees
- Review work performed by audit trainees
- Plan for upcoming jobs and continuously adapt plans to take account of changes
- Report to Partners and monitor progress on their jobs - act as a liaison between Partners and audit trainees
- Meet with Clients regarding Audit/Accounting Issues
- Manage Client queries
- Act as liaison between Audit staff and managers.

Level of Independence

Work independently but work is reviewed by Partner

Apply Now

Applications to be sent to:
Martli Uys, HR Manager at hr.constantivalley@pkf.co.za