

Job Title: Audit Supervisor
Department: Audit Department



PKF

Audit Supervisor

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EXPERTISE

Audit Supervisor

Purpose of the role

Managing an Audit Department / Team, which involves co-ordinating staff and producing an audit file and audited annual financial statements for partner review.

Academic Qualifications Required:

- CA (SA) or AGA (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

Professionalism

Flexibility

Experience

People management

Required Computer Package Experience:

Microsoft Office

Microsoft Outlook

Audit Software

Key Duties and Responsibilities – Key Performance Indicators:

People Management

Managing WIP, write offs, fee queries and debtors

Ensure Timeous and accurate billing of clients

Accurate and Timeous planning of audits

Management and the Execution of audits

Managing staff movements on and off the job and timeously communicate to all relevant parties

Manage and control staff allocations on audit project

Ensure completion and finalisation of audits

Building of effective relationships with clients and staff

Ensure Exceptional Client Service

Decide on audit appropriateness of audit opinion by resolving issues which might impact on the audit opinion and ensuring that these are brought to the attention of the engagement partner and documentation thereof.

Manage the client and ensure that the project is delivered within the scope agreed on

Mentoring of trainees

Timeous completion of performance reviews

Level of Independence:

Work independently but work is reviewed by Manager or Partner

Applications to be sent to:

PKF Pretoria

info.pretoria@pkf.co.za

right people
right size
right solutions

PKF Pretoria

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