



## INTERNAL CONTROL MANAGER (THREE YEAR FIXED TERM CONTRACT)

REPORTING TO: CHIEF EXECUTIVE OFFICER

BASED IN: CAPE TOWN

SALARY LEVEL: R811 560,00- R952 485,00 (TOTAL COST TO COMPANY PER ANNUM)

The Financial and Fiscal Commission (FFC/ Commission) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of a **INTERNAL CONTROL MANAGER** for its Office of the CEO. The primary purpose of the job is to Develop and implement organisational internal control systems, policies, and procedures. Identify, mitigate, and manage control risks which may hamper the achievement of the organisation's objective to manage its internal and related resources effectively, efficiently, and economically so as to ensure that the organisation fulfils its mandate as set out in chapter 13 of the Constitution of the Republic of South Africa, 1996 as amended.

### MINIMUM REQUIREMENTS

- NQF: 7 tertiary qualifications in Financial Management/ Accounting and or Auditing/Internal Auditing/ Risk Management.
- Membership of either Institute of Risk Management, Ethics Institute, Internal Audit or Compliance Institute SA

### EXPERIENCE

- Additional qualification/certification in compliance, governance, and risk will be an advantage.
- At least 5 years' experience in Financial Management /Accounting and or Auditing/ Internal Audit/ Risk Management.
- Decision-making, ability to interpret and apply Policies and Procedures
- Conflict management
- Change Management
- Presentation/ report writing
- Computer literate

### COMPETENCIES

- Public Administration
- Financial Management
- Communication
- Ethics and Integrity
- Diversity and change management.
- Organisational Sensitivity
- Presentation Skills
- Computer Literacy (Outlook, Excel, Word and Power Point)
- High stress tolerance
- Work under pressure

### PERFORMANCE AREAS

- **IMPLEMENT AND MAINTAIN INTERNAL CONTROL SYSTEMS PROCESSES AND STRATEGIES WITHIN THE FFC.**
- Assess and analyse reports from the office of the Auditor-General, Internal Audit, investigation, and any other professional institution for audit findings relating to the internal control systems and Consult with the relevant Head

of Division and/ or Unit Manager measures to be taken to prevent any recurrence.

- Develop an implementation plan in preparation for the audit cycle.
- Coordinate and attend all audit steering committee meetings.
- Develop internal processes for effective and efficient management of audit queries.
- Monitor compliance with investigation procedures.
- Monitor audits of policy and compliance with standards within the FFC.
- Review and issue investigation reports, when directed.
- **DEVELOP, REVIEW, AND IMPLEMENT POLICIES AND PROCEDURES, STANDARD OPERATING PROCEDURES AND**

### INTERNAL CONTROLS

- Review all internal Policies and Procedures and advise the custodian of the Policy and Procedure of any recommended changes.
- Review and develop all Policies and Procedures where the Finance Division is the custodian.
- Review and develop Standard Operating Procedures for the Finance Division.
- Monitor improvement of audit outcomes.
- Review internal control processes and make recommendations to divisional Heads.
- **PROVIDE TRANSVERSAL SUPPORT, ADVICE, AND GUIDANCE IN TERMS OF INTERNAL CONTROL SYSTEMS**
- Provide advice and guidance regarding the implementation and maintenance of internal control systems in terms of legislative prescripts.
- Ensure the identification of training gaps within the FFC.
- Oversee the facilitation of information-sharing sessions.
- Ensure that all queries are dealt with satisfactorily.
- Coordinate training on internal control systems.
- **ENSURE EFFECTIVE AND EFFICIENT MANAGEMENT OF RESOURCES INCLUDING HUMAN RESOURCES MANAGEMENT WITHIN THE SUB-DIVISION**
- Manage the budget, financial resources, and assets.
- Ensure that the asset register is updated in terms of FFC Policy.
- Ensure that assets are disposed of in terms of the legislative prescripts.
- **GOVERNANCE AND COMPLIANCE**
- Ensure compliance to all Finance Policies, Procedures, Guidelines and so forth.
- Ensure that all irregularities are brought to the immediate attention of the CFO.
- Ensure that any failure to comply with legislation or corporate governance frameworks is brought immediately to the attention of the CFO.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.

If you wish to apply, please e-mail [recruitment1@kgabolize.co.za](mailto:recruitment1@kgabolize.co.za), att: Norma Maja. Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications not older than three months and certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/ recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback within 3 (three) months of the closing date, please regard your application as unsuccessful.

FFC aims to meet its equity objectives and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to previously disadvantaged males and females; and people living with disabilities to achieve the objectives of employment equity.

**Closing date for application: 10 March 2025**

**No late applications will be accepted.**