



## WE ARE HIRING

📍 Durban



### Internal Audit Manager

Bidvest Insurance is a non-Life insurer within the Financial Services division of the larger Bidvest Group and operates alongside other great companies such as Bidvest Bank, Bidvest Life, FMI, Compendium Insurance Brokers and others.

Bidvest Insurance was founded in 1997 and provides niche value added products to customers through its Direct Channel which operates via call centres, as well as its Affinity Channel that partners with distribution networks. Our products are designed to protect consumers and deliver exceptional service levels when our customers need us most, so that we can deliver on our purpose 'To protect everyday South Africans, against foreseeable events and their financial losses, so that we can all contribute to a better South Africa'.

We have successfully expanded and evolved through our dedicated commitment to our values, customers, partners, and staff. Interested individuals looking to join Bidvest Insurance can expect to join a young and energetic team that challenge convention and who are intent on building long term relationships with all stakeholders.

Being a part of Bidvest, one of South Africa's leading services, trading and distribution groups, your career aspirations with us are only limited by your own imagination.

#### Position Overview

The suitable candidate will, under general direction, independently perform complex audits with the responsibility for planning, performance, documentation, providing value-added corrective actions to the business and reporting on these to management and the Audit Committee.

#### What You'll Need



##### Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it's the small things that can make a **BIG difference!**



##### Leader

Leadership is a characteristic which is celebrated and encouraged through our company culture and we expect our senior staff members to **lead by example**

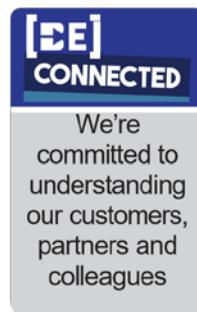
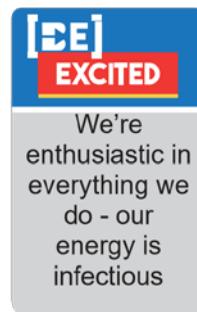


##### Innovation

Here at Bidvest Insurance, we love to **challenge convention** and lead the way into the future! Leave that old trusty box at home and lets get creative

#### Our Values

At Bidvest Insurance, we are all part of a BE'VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.



## Key Responsibilities and Duties

### Reporting, reporting and strategy

- ▶ Assist in development and presentation of the Company's internal annual audit plan to the Audit Committee
- ▶ Develop the internal audit strategy.
- ▶ Schedule and plan audits; initiate project planning, assess risk and develops audit direction.
- ▶ Provide regular updates on the progress of the internal audit plan and strategy to senior management and at the Audit Committee meetings

### Audit execution and completion

- ▶ Perform preliminary planning and establishes direction for audits, manage project to quality outcomes, while meeting established time budget.
- ▶ Perform audit work, including plan preparation, workpapers, finding, and associated reports; verify the accuracy of financial records as they pertain to assets, liabilities, receipts, expenditures, and related transactions.
- ▶ Manages performance of audit assignments, reviews workpapers and audit reports; edits reports prepared by other auditors.
- ▶ Analyse operational and management processes and system control effectiveness and efficiency, identify weaknesses in procedures, systems and internal controls and make recommendations on how to improve the internal controls and governance processes.
- ▶ Identify automation of processes to improve efficiencies
- ▶ Follow-up on the progress, and facilitate the implementation of any recommendations and monitor the rectification actions taken by the line departments in addressing audit issues and ensure the timeous completion of the audit recommendations
- ▶ Prepare draft Internal Audit reports for review
- ▶ Evaluate new or changing services, processes and operations

### Other duties

- ▶ Keep abreast of Company policies and procedures, current developments in accounting and auditing professions, and changes in legislation, as applicable.
- ▶ Coordinate and interact with the external auditors.
- ▶ Maintain continuous surveillance to keep abreast with changes to business strategies affecting the risk profile
- ▶ Promote a high level of control awareness throughout the company and assist in the deterrence of fraud by evaluating the adequacy of internal controls in mitigating fraud risks
- ▶ Contribute to keeping the Audit and Risk Committee informed of emerging trends and successful practices in internal audit

## Qualifications

- ▶ Matric
- ▶ CA(SA) or CIA, with three years' experience
- ▶ Experience in a managerial role
- ▶ Experience within a short-term insurer environment - preferable

## Knowledge and skills

- ▶ Strong analytical skills and attention to detail
- ▶ Excellent interpersonal and communication skills

- ▶ Ability to work under pressure, effectively manage time and meet deadlines
- ▶ Maintain a positive attitude and drive, together with working effectively as a team member
- ▶ Strong business acumen, attention to detail and organisational alertness
- ▶ Advanced Microsoft Office skills (Word, Excel, PowerPoint)

**Submissions:**

Preference will be given to PDI candidates in line with our EE

Interested candidates to please submit their CV to: [jobs@bidvestinsurance.co.za](mailto:jobs@bidvestinsurance.co.za)

Bidvest Insurance is an authorised Financial Services Provider FSP46395

