

Position: Director: Operations
Department: Operations
Closing Date: 14 September 2021

The IRBA is the statutory regulator and standard setter for the auditing profession in South Africa and is established in terms of the Auditing Profession Act, Act 26 of 2005. It is a Schedule 3A public entity and complies with the Public Finance Management Act, Act 1 of 1999, as amended (PFMA). The IRBA's mission is to protect the financial interests of the investing public and to support Registered Auditors in providing high quality audit services.

As an integral part of the Executive Management team, this person will be responsible for the management of the IRBA's Operations Department. The person will be the designated Chief Financial Officer (CFO) of the organisation in terms of the PFMA and Treasury Regulations. The Operations Department comprise approximately 22 staff members that supports the organisation to deliver on its business strategy and the Director: Operations reports directly to the Chief Executive Officer (CEO).

Requirements:

- A CA (SA) qualification.
- An MBA or similar additional qualification would be advantageous.
- At least ten years' experience as an Operations Executive or in a similar senior executive role.
- Strong technical knowledge and skills.
- Strong leadership and communication skills.
- Knowledge of the PFMA is highly desirable.
- Experience in managing IT and HR environments.
- Experience in Risk Management.

Key Performance Areas:

- Accountable for directing the IRBA Operations Department in achieving its mandate and the overall management of the department. The Director: Operations is accountable for delivering the operational strategy with which to support and achieve the successful implementation of the organisational and business strategy. The functions within Operations include HR, Finance, Payroll, IT, Risk Management, Corporate Secretariat, and Facilities.

- Working with the Board, CEO and fellow directors to define the strategic direction of the IRBA and developing financial and operational plans to achieve the strategy.
- Support to the CEO in the development/review of strategic and governance documents for management and the Board, including but not limited to the Regulatory strategy, 5-year strategy, Annual Performance Plan, Operational Plan, Budget and NT submissions, Strategic projects, input into CEO report.
- As the designated CFO, be accountable for the financial status and financial management of the IRBA and compliance with the PFMA and Treasury Regulations.
- Management of the combined assurance model encompassing internal and external audit.
- Accountable for all revenue and expenditure of the IRBA to the total value of approximately R100 million, including billing, fee collection and debtors management.
- Make decisions on all IRBA procurement including the authorisation of orders, contracts, tender management in compliance with SCM requirements and sound contract management.
- Accountable for the full finance and management accounts and to ensure that all finance functions are adequately monitored.
- Accountable for risk management as the designated Chief Risk Officer of the organisation, including overseeing departmental risk champions, risk identification and maintenance of the risk register of IRBA.
- Accountable for the total HR function for approximately 80 – 100 positions including HR policy review and development, payroll, organogram, staff welfare, performance management and personal development.
- Manages the IRBA annual reward system - inflationary, performance and variable pay elements.
- Accountable for the total Information Systems of IRBA. This includes the business continuity and disaster recovery, the development of new systems, the maintenance of all systems and IT Infrastructure and support.
- Development and maintenance of website and ensuring it remains updated.
- The following functions are also overseen:
 - Employment Equity Forum
 - Corporate Social Responsibility
 - Occupational Health and Safety
 - Pension Fund

- Medical Aids
- Co-ordination of the Editor and Corporate Secretariat functions of the IRBA, Audit and Risk Management as well as Operations sub-committees of the Board, including but not limited to Annual/Integrated reports, Board agendas, minutes and related governance documents, submissions and publications.
- Implementation of projects and responsibilities as identified by the CEO and Board.
- Accountable for the support functions of the IRBA including reception, facilities, cleaning, catering, and the mailroom.

Skills and personal attributes

- Strategic thinker with attention to detail
- Unquestionable integrity and objectivity
- Well - developed project management skills
- Risk management skills
- Deadline driven with delivery of high-quality outputs.
- Problem solving and sound judgment
- Good coaching and delegation skills
- Communication and stakeholder management skills
- A public interest orientation

CVs must be e-mailed to hr@irba.co.za.

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Coloured, African, & candidates with disabilities. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty and includes the handling of cash and finances, relevant credit checks will be performed on candidates.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website: <https://www.irba.co.za/library/popi-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert.