

**Position:** Audit Investigator  
**Department:** Investigations  
**Closing Date:** 8 July 2024

## REQUIREMENTS

- CA(SA) who trained in public practice.
- At least six years POST QUALIFICATION experience in an external audit firm.
- Excellent technical knowledge and experience in auditing and financial reporting standards, and the code of professional conduct.
- Requires an understanding and appreciation of the IRBA's role in protecting the investing public.

## KEY PERFORMANCE AREAS

- Investigate complaints lodged with the IRBA against registered auditors and prepare reports for the Investigating Committee providing an analysis of the matter and the alleged improper conduct.
- Prepare proposed charge sheets on matters for the Investigating Committee, where improper conduct has occurred.
- Attend Investigating and Enforcement Committee meetings in order to respond to queries arising from the deliberations of the committees.
- Prepare draft responses to queries arising from Complainants/Respondents on matters investigated.
- Present evidence at Disciplinary Hearings on matters investigated.
- Assist with various ad-hoc assignments in the Investigations department.

## ATTRIBUTES

- Unquestionable integrity and objectivity.
- An ability to absorb volumes of documents and identify the crux of the issues, and summarise these succinctly.
- Excellent analytical skills and attention to detail.
- Excellent verbal and written communication in English.
- Emotionally mature.
- Professional attitude.
- Deadline driven with high levels of accuracy.
- Hard-working person and available outside of normal working hours when required.
- Team player with the ability to work in isolation for extended periods.

**CVs must be e-mailed to [hr@irba.co.za](mailto:hr@irba.co.za)**

***The IRBA is an employment equity employer. 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 will be asked to complete a psychometric assessment before a final appointment is made.***

***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/popia-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert.***