

JOB DESCRIPTION – INTERNAL AUDITOR & ACCOUNTANT: ITAU GROUP

A. Job title:

INTERNAL AUDITOR & ACCOUNTANT reporting to the Financial Director

B. Job purpose

Responsible and accountable for to monitor and evaluate how well internal accounting and control processes are being run, being properly managed and adding value improving business operations by bringing a systematic and disciplined approach to the effectiveness of risk management, financial reliability and compliance with all applicable directives and regulations control, and governance processes at Itau Group.

Responsible and accountable for general accounting, organizing and controlling the financial side of the allocated area / entity according to general accepted accounting practices (GAAP) is essential to ensure maximum control optimising Key Performance Indicators (KPIs).

C. Key-result areas

1. Auditing

- 1.1 Perform internal audits on accounting functions throughout the Group.
- 1.2 Assist in determination of internal audit scope and assist to develop internal audit plans.
- 1.3 Follow up audit results to monitor interventions and improvements.
- 1.4 Prepare and present reports that reflect audit results.
- 1.5 Document processes followed.
- 1.6 Identify loopholes and recommend risk aversion measures and cost savings.
- 1.7 Maintain open communication with financial management.
- 1.8 Prepare audit findings memorandum.
- 1.9 Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- 1.10 Conduct audit testing of specified area and identify reportable issues and dimension of risk.
- 1.11 Determine scope of review in conjunction with the Financial Director.
- 1.12 Submit the following audits timeously and correct to management on a monthly basis:
 - 1.12.1 Chop, Bran, Bag store stock (bag movement vs. product), Diesel, Chep / palettes, Incomes on Itau trucks, KN Grain (done by Creditors: Nicolene: Creditors & Raw Material Clerk), Cut Offs (done by Creditors: Christine: Creditors & Raw Material Clerk), Credit notes, Finished product warehouses, Creditors (Check double invoicing for suppliers), Debtors, Orders of persons vs. payments, Debtors Receipt control account, Creditors age analysis and SharePoint orders, VAT, Journals, Grain, Outstanding sales orders op Pastel, Weigh bridge information vs. Invoice weight totals, Client price list checks
- 1.13 Perform any other tasks delegated to me by my Supervisor/Manager from time to time.

2. Accounting

- 2.1 Be competent in all accounting areas.
- 2.2 Assist to fill any accounting clerk's duties if and when required.
- 2.3 Processing of VAT information, bank statements, bank reconciliations, petty cash, pay-cards and credit cards
- 2.4 Monthly reconciliation of all control accounts: Payment controls, Receipt controls, Salary controls, Loan controls, GRN controls.
- 2.5 Investigate and resolve differences on reconciliations
- 2.6 Balancing of Loan accounts
- 2.7 Balancing of intergroup loan accounts
- 2.8 Calculate and journal interest on intergroup loans
- 2.9 Checking of age analysis and reconciliation on creditors
- 2.10 Follow up on queries of creditor age analysis
- 2.11 VAT reconciliation before submission to SARS

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- 2.12 On time and prompt submission of VAT Return on SARS e-Filing system/website
- 2.13 Handling of SARS audit on time
- 2.14 Checking and verification of Trial balance data accuracy
- 2.15 Checking and verification of intergroup debtor and creditor balances
- 2.16 Submit monthly reports such as depreciation report, etc.
- 2.17 Monthly evaluate if all allocations on income statement account is correct; if not, discuss with manager and adjust according to policy/procedure.
- 2.18 Do and submit expenditure statement as well as the general ledger with sufficient notes.
- 2.19 Compare expenditure vs. budgets, report and follow up on discrepancies / differentiations
- 2.20 Follow up on Asset purchases and compare with invoices
- 2.21 Create and submit monthly statements / financial statements on Excel
- 2.22 Create and submit monthly statements / financial statements on Caseware
- 2.23 Preparation, completion, and submission of monthly AFS file
- 2.24 On time and prompt submission of TAX Return to SARS
- 2.25 Prepare and submit TAX calculations
- 2.26 Control and submit Asset registers
- 2.27 Check and confirm stock calculations and journalise
- 2.28 Check, investigate and confirm monthly payments before releasing of payment
- 2.29 Do salary reconciliations
- 2.30 Do Diesel reconciliations
- 2.31 On time and prompt monthly submission of EMP 201 on SARS e-Filing system/website
- 2.32 Preparation and submission of Budgets
- 2.33 Do credit notes and RTS notes (Return to Supplier) for Animal Feeds
- 2.34 Adhere to all other accounting / auditing requests and instruction from Management
- 2.35 Perform any other tasks delegated to me by my Supervisor/Manager from time to time.

3. Risk Management and Prevention

- 3.1 Review the suitability of internal control design.
- 3.2 Determine compliance with policies and procedures.
- 3.3 Verbally communicate findings to the Financial Director and draft comprehensive and complete report of findings.
- 3.4 Follow up audits to see whether recommendations have been followed.

4. Housekeeping and Safety Standards

- 4.1. Ensure optimal management of Group compliance by adhering to acts, regulations, by laws, company systems, policies and procedures.
- 4.2. Making continues improvements, maintaining high standards and making sure management information is accurate.
- 4.3. Acceptance of overall responsibility and accountability for the prevention of work related injury, ill health, environmental protection, effectiveness of the management system, as well as provision of safe and healthy workplace and activities.
- 4.4. Ensure the OHS policy and OHS Objectives are established; that the OHS system is compatible with the strategic direction of the organisation; and to ensure achievement thereof via integration into other business processes.
- 4.5. Delegate duties in writing to subordinate managers to assist them with executing duties , without derogating accountability
- 4.6. Ensure/ communicate knowledge of the importance of effective OHS management and of conforming to the OHS requirements
- 4.7. Ensure all types of resources needed to establish, implement, maintain and improve the OHS management system are available.
- 4.8. Senior executives are to support other relevant management roles to demonstrate their leadership and provide direction in/to areas if appointment or responsibility as part of visible felt leadership

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- 4.9. Protect worker's / whistle blowers from reprisal when reporting incidents, hazards, risks and opportunities
- 4.10. Ensure the organisation establishes, implements and maintains processes for consultation, participation of workers; and to support the establishment and functioning of health and safety committee / representation
- 4.11. Be aware of /conversant with potential liability, both criminal and civil, arising from OHS related legal contraventions.

5. Team Work

- 5.1. Actively participate as a member of the team
- 5.2. Performing any other task, not specified herein, which from time to time may be assigned by the manager.

6. Self-Development

- 6.1. Professional and personal development and continuous learning are necessary to maintain the quality of Itau staff and their continued readiness and ability to contribute effectively to the mission and goals of the business. It is thus expected of staff to actively seek out and engage themselves in such activities, seminars, further learning or any other approved activity to attain this objective.

D. Job Contacts

- Financial Director
- Financial Department
- Staff

E. Job dimensions

- Assist to achieve relevant objectives with particular focus on auditing internal controls.
- Assist to achieve relevant objectives according to Accounting tasks / outputs
- Assist in the drive to minimise risk opportunities.
- Engage, support, empower and monitor people to ensure that the highest levels of financial control is established and maintained throughout.

Budget: As given	People: As given		
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	KPI 1	KPI 2	KPI 3	KPI 4
Key Performance Indicators	Quality of internal audit functions performed 30%	Timeliness of internal audit performed 30%	Quality and timeliness of accounting support roles performed 30%	Clean audit 10%

F. Knowledge, skills and experience required

Educational Background:

- Relevant degree
- Articles at audit firm
- At least some experience in financial accounting controls
- Excellent oral and written communication skills.
- An ability to work well under pressure.
- Teamwork skills but also the ability to work on your own.
- Meticulous attention to detail and analytical thinking.

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- Strong ethics and exemplary integrity.
- Systems knowledge and familiarity

Professional Experience:

- Target Driven
- Effective People Management Skills
- Cost Control Driven
- Planning & Organisation Skills
- Flexibility and able to work within demanding business environment

Knowledge/Skills

- People Management
- Crisis management
- Decision Making
- Operational Excellence
- Business Acumen
- Leadership
- Relationship management
- Ensure Vision, Mission and Values underpin all activities

G. Competencies

PRIMARY

- Ability to work systematically under pressure
- Well groomed, presentable and confident
- Deal effectively, openly and positively with people
- Excellent communication skills (both written and verbal)
- Ability to show initiative
- Ability to motivate a team
- Ability to work as part of a team
- Self-motivated and reliable
- Excellent organisation skills
- Logical thinker & knowledgeable in all aspect of applicable job environment
- Performance Driven
- Computer Literate

Personality traits

- Assertive and Open Minded
- Confident
- Direct upfront and forward
- Team Player
- Well disciplined
- High Integrity
- Respectful
- Optimistic and positive view
- Self-reliant and independent
- Accurate and correct

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Milling | Grits | Feeds | Bakery

Tel: +27 (51) 875 2786/7 | Fax +27 (86) 650 2550
46 Gembok Street, Kwaggafontein, Bloemfontein, 9301
PO Box 11532, Universitas 9321

Additional Notes:

Employee Name & Surname

Employee Signature

Employer Name & Surname

Employer Signature

Date: _____

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