



JOB DESCRIPTION

POSITION: **GENERAL MANAGER: GROUP INTERNAL AUDIT**

REPORTS TO: **CHIEF FINANCIAL OFFICER (SOUTH AFRICA)**

PURPOSE OF THE JOB

The General Manager: Group Internal Audit will manage the Group's Internal Audit function and be responsible for the Combined Assurance Plan. This role will span across multi-functional areas and will specifically be executed for 6 companies and 10 medical schemes.

This role will be reporting to the Chief Financial Officer (South Africa) and will be situated in Sunninghill, Gauteng.

Duties and Responsibilities:

Internal Audit

- Design, monitor and implement the Combined Assurance Plan of the Group
- Review and enhance existing internal audit templates, in line with best practice
- Conduct and review internal audit activities, in line with the Combined Assurance Plan and for ad hoc engagements
- Prepare business and IT management for external reviews such as:
- ISAE 3402
- Third-party agreed-upon engagements
- Maintain, follow-up and facilitate resolution of findings per the findings register, as recorded on the List application
- Prepare, review and enhance executive reports and presentations for clients, audit committees and other internal committees
- Perform performance reviews, after the completion of audit activities, in a timely manner
- Keep abreast of internal/external audit trends to enhance the Group Internal Audit function

Leadership

- Train, mentor and upskill team members
- Plan and manage resources to meet third-party audit deliverables
- Review and sign-off of team members' work per phase (Planning, Execution Finalisation and Reporting)
- Supervise and manage team members during the execution of audit activities
- Review team productivity and implement efficiencies

Minimum Qualifications and Experience Required

- A qualified Chartered Accountant, CA(SA) or Certified Internal Auditor, CIA
- A post-secondary qualification in IT e.g., CISA/CISM accreditation would be advantageous
- 5+ years internal/external audit experience, ideally with exposure to financial services and the insurance industry
- Experience in the medical scheme and healthcare sector would be advantageous



Universal

Healthcare

- Big-four audit experience would be advantageous
- Thorough understanding of internal audit standards is non-negotiable

Skills Required

- Team player with strong interpersonal, communication and project management skills
- Financial savvy with a strong background in financial, operational (including IT) and regulatory risk management
- Lateral thinker
- Excellent understanding of processes
- Strong oral and argumentative skills
- Business and formal writing skills
- Strong Microsoft Word, Excel and PowerPoint skills
- Establishing Rapport with stakeholders such as:
 - Managing Directors
 - Boards of Trustees/ Audit Committees
 - Financial Managers
 - Fund Managers
 - Group Legal, Risk and Compliance
 - Group IT

Language Requirements

- Excellent proficiency in English (Reading, Writing and Speaking).
- Ability to communicate in any other of the 11 South African official languages will be an advantage.

Work Requirements

- The position is based in Sunninghill Park, Sandton on a full-time basis.
- Own transport is essential.
- Some travel may be required for the purpose of meeting with clients, stakeholders etc.
- Being willing to work extended hours when necessary is mandatory.

Remuneration

- A competitive salary and benefits will be negotiated, consistent with experience and the role and responsibilities of the position.

The Employment Equity approach of Universal Healthcare broadly aims to:

- Foster diversity in the workplace.
- Promote equal opportunity and fair treatment in employment through the elimination of all forms of unfair discrimination.