

**Job Title:** Audit Supervisor  
**Department:** Audit Department  
**Report to:** Audit Manager

JOB DESCRIPTION



*Audit Supervisor*

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PKF Port Elizabeth Team.  
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LOCAL  
KNOWLEDGE,  
GLOBAL  
EXPERTISE

# Audit Supervisor

## Purpose of the role

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To supervise audits and other activities.

## Academic Qualifications Required:

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CA (SA)

## Skills, Competencies and Experience Required:

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Coaching Skills  
Time Management Skills  
Leadership Skills  
Academic/Technical  
People Management  
Interpersonal Skills  
Communications Skills  
Professionalism  
Flexibility  
Problem solving skills  
Multi-tasking skills

## Required Computer Package Experience:

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MS Office  
Caseware  
GreatSoft (advantageous)  
Pastel

## Key Duties and Responsibilities – Key Performance Indicators:

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Co-ordinate and oversee activities of trainee accountants  
Supervision of audit engagements  
Client Liaison  
Weekly staff briefing  
Evaluation of staff performance  
Liaison between Partners and staff  
Planning  
Coaching of audit staff  
Review of statutory audits  
Supervision and review of work performed by staff  
Systems development  
Compilation of business plans

## Level of Independence:

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Work independently. Communicate daily with Manager/Partner

Applications to be sent to:

**Samantha Senekal**

HR Manager

samantha.senekal@pkf.co.za

right people  
right size  
right solutions

**PKF PE INC**

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