

# Job Title: Audit Manager

## JOB DESCRIPTION

PKF  
PORT ELIZABETH

**DO YOU WANT TO BE  
PART OF AN AMAZING  
TEAM?**

PKF Port Elizabeth  
are recruiting for a  
Audit Manager.

Send your  
application to  
[samantha.senekal@pkf  
.co.za](mailto:samantha.senekal@pkf.co.za)

PKF

LOCAL  
KNOWLEDGE,  
GLOBAL  
EXPERTISE

# Audit Manager

## Purpose of the role

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- Managing an Audit Dept, which involves co-ordinating staff and work to produce a File and Annual Financial Statements for the partners. Purpose - to present Partner with clean audit file and AFS

## Academic Qualifications Required:

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- CA (SA)

## Skills, Competencies and Experience Required:

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### Skills

- Communication Skills
- Managerial Skills
- Time Management skills
- Training skills
- Coaching skills
- Problem-solving skills
- Multi-Tasking skills
- Interpersonal skills
- Conflict Management skills

### Competencies

- Academic/Technical Knowledge
- Professionalism
- Flexibility

### Experience

- People management
- More than 3 years' experience in audit

## Required Computer Package Experience:

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- Microsoft Office
- CaseWare
- Pastel
- Greatsoft (advantageous)

## Key Duties and Responsibilities – Key Performance Indicators:

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### People Management:

- Manage and supervise audit engagements
- Plan and co-ordinate work for up to 25 audit clerks
- Responsible for Staff Assessments (SAICA Assessment Process)
- Counselling, coaching and training clerks
- Perform Disciplinary Procedures
- Review work performed by Audit Clerks
- Weekly staff briefing

### Other:

- Plan for upcoming jobs and continuously adapt plans to take account of changes
- Report to Partners and monitor progress on their jobs - act as a liaison between Partners and Clerks
- Meet with Clients regarding Audit/Accounting Issues
- Manage Client queries
- Communicate firm's decisions to Audit Dept and feedback Audit Dept issues to Partners
- Perform specialist roles – Business plans, cashflows, tenders, Fraud investigations
- Calling over schedules
- Title Deed Searches
- Timesheet Review
- Organisation of accommodation, car hire etc for jobs

### Work Complexity:

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- Support Partners

### Level of Independence:

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- High level of independence

Applications to be sent to:

**Samantha Senekal**

HR Manager

[samantha.senekal@pkf.co.za](mailto:samantha.senekal@pkf.co.za)

right people  
right size  
right solutions

**PKF PE INC**

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