



Vacancy

Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). CATHSSETA has the following position available.

1. Internal Controls Specialist Ref: CATHS01/2020_ Head Office in Killarney, Johannesburg (fixed term contract until 30 September 2020)

Salary: R30854, 33 – R41804.17 per month

Job Purpose: To develop CATHSSETA's financial management Operating Procedures ("SOPs')

Requirements: A Degree in Commerce /Accounting/ Internal Auditing and/or Financial Management or equivalent is a minimum requirement, Completed SAICA or IIA articles. Experience in a SETA environment is advantageous

Competencies Requirements: The incumbent should demonstrate capabilities related to: financial management and reporting, analytical ability, time management and ability to meet deadlines, planning and organising, attention to detail, strong interpersonal skills, excellent communication and reporting capability, self-directing, ability to coordinate and direct others, ability to work efficiently in diverse cultural environment

Job Responsibilities: Implement strategic and annual performance plans for area of responsibility. Obtain an understanding of the current internal controls through discussions with CATHSSETA employees. Document the current internal controls adopted at CATHSSETA in a form of SOP. Using their expertise in good internal practices, assess if the current internal controls adhere to the principles of internal controls. Identify lack of good principles of internal controls and design the necessary internal controls that meet the control objectives of validity, accuracy and completeness. Amend the current SOP to incorporate the additional internal controls. Workshop the amended SOPs to CATHSSETA employees to insure implementation. Perform any and all reasonable tasks given by Management or immediate supervisor.

Applications must be accompanied by a signed application form and a detailed CV. Applications can be submitted electronically via e-mail to hrvacancies01@cathsseta.org.za to reach CATHSSETA no later than Wednesday, 13th May 2020. Late applications will not be considered. *Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Previous*

employment (reference checks); and Qualification verification. CATHSSETA reserves the right not to make an appointment.