

INDEPENDENT AUDIT AND RISK COMMITTEE

CHAIRPERSON - THREE (3) YEARS CONTRACT POSITION

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The Audit and Risk Chairperson is an independent board committee chairperson who is accountable to the Board and to shareholders/stakeholders. The role and responsibility will be to oversee and make recommendations to the Board for consideration and final approval on matters related to the delivery areas of the Audit and Risk Committee of the Board.

KEY PERFORMANCE AREAS

The below highlights the key areas of focus but is not limited to:

- **Reporting**

- Oversees the governance of the reporting processes and relevance of the related accounting policies for the integrated report, annual financial statements, preliminary results announcements, and interim reports.
- Ensure that financial statements are prepared in terms of Generally Recognised Accounting Practice and other appropriate standards, Oversee and ensure that the financial statements are prepared in accordance to the applicable and appropriate standards
- Report to the Board on the activities and any recommendations of the Committee
- Recommend the annual report for approval by the Board.

- **Combined Assurance**

- Schedule meetings of the Committee and set the agendas for meetings. Chair all meetings of the Committee. Oversee the performance by the Committee of the duties set out in the Committee Charter.
- Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities to address all the significant risks facing the Board.
- Monitor the relationship between external assurance providers of the Board in conjunction with the HR, Social and Ethics Committee which is to ensure a coordinated approach is used.

- **External Audit**
 - Confirm the independence of the external auditor
- **Governance of Risk**
 - Financial reporting risks
 - Internal financial controls
 - Fraud risks as it relates to financial reporting
 - IT risks as it relates to financial reporting
 - Operational risk reviews in conjunction with the HR, Social & Ethics Committee as it relates to Safety, Health and Environmental risks and compliance.
- **Ensure Compliance with laws and Regulations**
- **Ensure Compliance with the Boards Code of Conduct**
- **Reporting on Responsibilities of the Committee**
- **Adhoc Responsibilities as outlined by the Board**

QUALIFICATIONS & EXPERIENCE

- A Registered CA(SA) and Registered Auditor.

KNOWLEDGE, SKILLS AND ABILITIES

- Integrity, loyalty, and discrete personality
- Team work and service orientation
- Self-motivated and self-starter/initiative
- Knowledge of corporate governance and compliance

REMUNERATION

- Hourly Rate in line with the SABFS Board Remuneration policy

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS

- ❖ A Curriculum Vitae and certified copies of qualifications should be submitted to the HR Manager at hrmanager@sheriffs.org.za
- ❖ Closing date for all applications – **21 October 2022**

NOTE: *The South African Board for Sheriffs encourages applications from people with Disabilities.*