

TECHNICAL INVESTIGATION OFFICER

Six (6) Month Contract Position



Remuneration: Market Related Salary

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 Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added technical investigation services to the SABFS, and to ensure good corporate governance within the sheriffs' profession.

PURPOSE OF THE POSITION

The main purpose of the post is to conduct forensic regulatory investigations within the sheriff's profession related to sheriff's trust bank accounts and to make recommendations for regulatory and enforcement action, following from such investigations.

KEY PERFORMANCE AREAS

- Investigation of technical non-compliance
- Case presentation at disciplinary enquires
- Administration and Project Management

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent administration and investigation skills.
- Excellent communication and facilitation skills.
- Emphasis on accuracy and attention to detail.
- Sound understanding of all applicable Legislation.
- A high level of personal integrity and energy.
- An ability to work under tight deadlines and pressure.
- Willingness to travel on assignments

QUALIFICATIONS & EXPERIENCE

- 3 year degree in Accounting / Cost and Management Accounting, accounting experience with at least two (2) – three (3) years in forensic accounting.
- Certified Fraud Examiner (CFE).
- Accreditation with the Law Society of South Africa will be advantageous.
- Solid understanding of public sector processes and public sector administrative procedures.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience with accounting and financial procedures.

- Understanding of forensic auditing procedures.
- Knowledge of the Sheriff's Act, Regulations, Code of Conduct and supporting legislation applicable to the sheriffs' profession including the management and operations of trust accounts and
- Knowledge of High and Magistrate's Court Rules.

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) will 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 jobs@sheriffs.org.za.
- ❖ Closing date for all applications is the 25th of October 2022 at 16h00.
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>

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