



Job Title

CaseWare Working Papers Consultant

Reason for Vacancy

Organizational Growth

Reporting to:

Consulting Manager based in Johannesburg

Main purpose of this position



- Implement a world-class financial software product, which has enjoyed great success in the public sector, corporate sector, and audit. The consulting department consults to clients using the software while generating revenue and establishing a renewable business. We support both current clients and new clients enabling them to use the CaseWare suite of products. We strive to provide clients with services that enables efficiency, quality and provide value to their organization while ensuring client success and software renewals

Key Deliverables and Weighting

Customer Satisfaction (20%):

- Receive great feedback from external and internal customers on your work or interactions.
 - Consistently communicate with your key stakeholders (internal and external) that are involved in your deliverables to manage expectations
 - Communicate professionally with key stakeholders (internal and external) and adjust the way you communicate per stakeholder
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Productive Utilisation (20%):

- The individual must be billable at least 90% of one's own working hours.
- Performing work in-line with budgets.
- Ensure execution of work in an effective and productive manner.
- Ensure effective time utilization when not engaged in client projects.

Overall Quality in Delivery (20%):

- Quality of continuous stakeholder engagement
- Quality of preparation (planning, completeness, accuracy)
- Quality of documentation
- Quality of configuration, coding, testing, support, consulting
- Quality of presentation/facilitation
- Quality of training

Learning and Development (20%):

- Ensure self-growth in the form of accreditations.
- Constantly strive to improve and ensure participation in a winning team.
- Ability to consult on CaseWare products

Self-Management

- Take ownership of key tasks, identify their dependencies, prioritise them and see them to completion
- Consistently show the ability to identify risks and issues threatening the success, of your deliverables and understand the impact that it has on your work or project, ensure you think about possible mitigations before raising to the Team Lead
- To consistently keep your team lead or team members updated on the progress of your deliverables
- Deliver work/activities within given timelines or managed timelines
- Ensuring that all administrative tasks are completed timeously, namely timesheets, Project Sign Off's, training registers and client communications where applicable

Management Level and Details of the Management Component of this role

Future growth opportunity



Technical Knowledge, Skills and Abilities

- Accounting or Auditing knowledge (must have).
- CaseWare knowledge (must have).
- Highly computer literate.
- Ability to engage with stakeholders (internal/external) at a high level.
- Report writing.
- Excel / text data manipulation.



Behavioural / Soft Competencies, Skills and Abilities

- Excellent communication skills.

- Technically inclined.
- Ability to meet deadlines and handle pressure.
- Interpersonal, and customer relations skills.
- Ability to take initiative.
- Organized and systematic.
- Attention to detail.
- Client focused.
- Collaborative team player.
- Facilitating skills
- Problem identifying and problem-solving skills.



Computer skills And knowledge

- Microsoft Office including intermediate to advanced MS Excel skills.

Details of Experience:

Essential requirements: CaseWare Working knowledge of IFRS Financial Statements.
Compilation or audit methodology experience.
CaseWare Knowledge
CaseWare Audit International experience

Desirable requirements: Use of accounting or auditing software.



Education and Qualification

Essential requirements: Completed degree in Auditing and/or Accounting.
Completed SAICA Articles

Working Environment & Travel

- Fast-paced, dynamic work environment.
- This role involves extensive travelling to clients, and international travel may be required (successful candidate must be in possession of a valid passport).
- Must have a valid driver's license and own reliable transport.

Working Hours

- 08h00 - 17h00, overtime required when necessary.
 - Punctuality is important.
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What will make the incumbent successful in this role?

The incumbent will be successful in this role if they are able to work fast and independently, taking initiative to improve systems/operations. Incumbent will need to be able to fit into a dynamic, fast paced, flexible and changing environment. Must be highly professional and a team player.

Equity Statement?

We are committed to employment equity in our recruitment process. It is our company policy to promote within wherever possible. Therefore, priority will be given to our internal applicants if this enables us to achieve our Equity goals.
