

---

**JOB TITLE** – Caseware Consultant

**Position reports to** : Consulting Manager  
**Direct Reports** : Not Applicable  
**Office Location** : Adapt IT JHB

**PURPOSE OF THE POSITION**

The objective of employing a Caseware Consultant is to support both current clients and new clients enabling them to use the Caseware suite of products.

**OVERVIEW OF KEY RESPONSIBILITIES**

**a) Customer Satisfaction**

- Achieve proactive management of client portfolio, from a client success perspective; and
- Communicate with your key stakeholders (internal and external) that are involved in your deliverables to manage expectations.

**b) Productive Utilisation**

- Achieve at least 90% billable time of one's own working hours;
- Deliver consulting work in-line with budgets;
- Execute work in an effective and productive manner; and
- Maintain effective time utilization when not engaged in client projects.

**c) Delivery**

- Deliver a high level of quality in all deliverables (e.g., training, testing, configuration etc);
- Lead with taking ownership of key tasks, identify their dependencies, prioritise them and see them to completion; and
- Identify risks and issues threatening the success, of your deliverables and understand the impact that it has on your work or project.

**d) Learning and Development**

- Achieve continuous self-growth in the form of learning and development (e.g., accreditations);

**e) Administration**

- Ensuring that all administrative tasks are completed timeously, namely timesheets, Project Sign Off's, training registers and client communications where applicable; and
- Deliver work/activities within given timelines or managed timelines.

---

## KNOWLEDGE

- Accounting (mandatory) or Auditing knowledge
- Computer literacy.
- Caseware knowledge is an advantage.
- Caseware Audit International experience is an advantage
- Report writing.
- Excel / text data manipulation.

## SKILLS

- Technically inclined.
- Ability to meet deadlines and handle pressure.
- Interpersonal, and customer relations skills.
- Problem identifying and problem-solving skills

## ATTRIBUTES

- Ability to engage with stakeholders (internal/external) at a high level.
- Ability to take initiative.
- Ability to be organized and systematic.
- Ability to demonstrate attention to detail.
- Ability to demonstrate client focused.
- Ability to be a collaborative team player.

## EDUCATION AND QUALIFICATION

- Completed degree in Auditing and/or Accounting.
- SAICA articles(advantageous) using Caseware Audit International

---

**APPROVAL**

The signatories hereof, confirm that their acceptance of the contents and recommend the adoption thereof,

---

**Consulting Manager**

---

**Date**

---

**Caseware Consultant**

---

**Date**

