



Public Accountants' and Auditors' Board (PAAB)

VACANCY

The PAAB is a statutory body governing the public accounting and auditing profession in Namibia. The legal mandate of the Board, as derived from the establishing Act, PAA Act No.51 of 1951 as amended, is to regulate Public Accountants and Auditors in Namibia.

INDEPENDENT CONSULTANTS (3): INSPECTIONS

PURPOSE OF THE POSITION:

As an Independent Inspection Consultant, you are responsible for the performance of audit quality inspections at selected audit firms in Namibia under the direct supervision of the Inspections Manager. The position offers greater flexibility since the performance of audit quality inspections will be on a part-time basis, as and when needed.

KNOWLEDGE, SKILLS & ABILITIES:

- ❖ Ability to keep up with the latest accounting, auditing and ethics standards and pronouncements
- ❖ Ability to demonstrate and maintain professional behavior both inside and outside of the work environment.
- ❖ Should have a strong commercial awareness and a better understanding of current trends in the auditing and accounting profession
- ❖ Strong work ethic and mature with a professional attitude
- ❖ Ability to maintain a high level of confidentiality and independence of mind & appearance
- ❖ Ability to work under pressure to meet demanding deadlines and yet not compromising on quality.
- ❖ Excellent problem solving and conflict management skills
- ❖ Good negotiator/mediator skills
- ❖ Excellent project management skills
- ❖ Excellent communication skills (written and verbal)
- ❖ Keen interest in auditing and the technical aspects of high-quality auditing
- ❖ Strong analytical skills and attention to detail
- ❖ Function optimally without or with very limited supervision
- ❖ Should be available at reasonable short notices

KEY PERFORMANCE AREAS:

- ❖ Performance of audit quality inspections in line with the PAAB's Quality Assurance Methodology requirements
- ❖ Prepare concise inspection reports for each individual inspection assigned performed and completed
- ❖ Ensure consistently high-quality inspections are performed and quality reports produced within stipulated timelines
- ❖ Providing timeous feedback to the Inspections Manager on any delegated assignments
- ❖ Handle professional discussions with audit practitioners and firms regarding any preliminary inspection findings raised
- ❖ Attend and be able to participate in both pre and post inspection meetings with audit practitioners and firms
- ❖ Perform internal quality control reviews of inspections
- ❖ Attend/participate in working groups where required by the Inspections Manager
- ❖ Ability to robustly challenge the views of audit practitioners on contentious matters
- ❖ Protecting the confidentiality of information obtained by virtue of your position
- ❖ Assist on any other special projects and tasks in connection with audit quality inspect.

QUALIFICATIONS & EXPERIENCE

- CA, ACCA or equivalent professional qualification holders with a strong external auditing experience attained at least at managerial level
- ± 3 years post-qualification experience (experience in public practice audit will be advantageous)
- Above average performance and behavioural track record
- Excellent technical knowledge and experience in auditing and financial reporting standards
- Professionals in academics have an added advantage
- Valid Code B license with own transport

This position may require out-of-town travel away from home

Applications with a detailed CV, accompanied by certified copies of academic qualification/s and identity documents should be sent for the attention of:

Head of Secretariat, PAAB, PO Box 11913, Windhoek
Physical Address: 123 Robert Mugabe Ave. 3rd floor, Office of the Auditor General; OR
By email to: hr@paab.com.na

Enquiries should be addressed to the Head of Secretariat, Mr. Zaa Nashandi, Tel 061-2858467 or hr@paab.com.na

Closing date: 31 May 2022