

Audit Planning Co-ordinator

An exciting opportunity exists for a high performing individual in the Audit Operations Department of Mazars; an international professional services firm, based at Mazars House in beautiful Century City, Cape Town.

Purpose of the job:

To provide support in the planning, organising, and co-ordination of all operational functions within the Audit Department, If you have the right experience, want to work for a key player in the industry and have the drive to succeed and to build the next step in your career, then we would love to hear from you today!

To be considered, solid experience in a similar role is an absolute must.

Key duties and responsibilities:

- Resource planning coordination of approximately 140 resources. Candidate is required to plan, maintain and schedule audit assignments on our resource planning software (Retain)
- Academic coordination across all levels of approximately 110 trainees. Candidate will work closely with the trainee accountants in their journey to becoming qualified and compile academic reporting and tracking of their studies
- Compliance monitoring related to SAICA and other operational policies of the department Candidate will ensure that trainees are performing skill reviews timeously as required by the SAICA assessment process
- Learnership coordination of approximately 110 trainees. Candidate will be responsible for compiling reports for the Training Office as well as end to end processing of information on SAICA TCMS
- Operations assistance and support to the Audit Operations Manager
- Ad hoc tasks

Candidate requirements:

- Matric
- Relevant admin/HR qualification (desirable)
- 2-3 years' experience in a similar role with limited supervision
- Experience as a planner or learning coordinator within an audit firm, chartered Body or educational institution
- Knowledge of SAICA Regulations and SAICA Learnership Programmes
- Skilled in a resource planning tool (desirable)
- Skilled in Microsoft Office suite

Key Competencies:

- Excellent planning and communication skills
- Ability to work under pressure
- Deadline driven
- Ability to gather information and solve problems
- Quality and detail oriented
- Ability to work in a team



Mazars is committed to employment equity and in line with our affirmative action plan, preference will be given to suitably qualified and experienced equity candidates.

Whether you are an experienced professional or a recent graduate, view our exciting career opportunities at www.mazars.co.za