



JOB DESCRIPTION
SENIOR CONSULTANT

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| Job title | Senior Consultant |
| Business area | Forensic Investigation, including but not limited to: <ul style="list-style-type: none"> ✕ Forensic Investigations; ✕ Fraud Risk Assignments; ✕ Forensic Consulting |
| Reports to/line manager | Managers / Senior Manager and / or Directors |
| Full/part time | Full time |
| Language requirements | English |
| Computer skills required | Requisite Computer Skills Microsoft Office <ul style="list-style-type: none"> ✕ Excel ✕ Word ✕ PowerPoint Email proficiency Internet research competence |

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| Main accountabilities and approximate time split | <p>Operational Responsibilities</p> <ul style="list-style-type: none"> ✕ Assist in the project planning process ✕ Take part in meetings with role players ✕ Drafting of statements / Affidavits at the appropriate level ✕ Assist in interviewing role players with project manager ✕ Gathering of documents / information ✕ Capturing, reviewing and analyzing data ✕ Conduct relevant research ✕ Assist Project Manager in drafting relevant sections of reports / interim feedback at the appropriate level ✕ Preparation of Annexure and Exhibit files in support of forensic reports ✕ Adhere to prescribed project administration requirements, including the maintenance of the investigation file (hard copy and on server) ✕ Ensure that the chain of evidence remains intact ✕ Produce worksheet/reports for areas that each senior consultant is responsible for ✕ Ensure that time spent on investigation is correctly captured in |
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| | <p>sufficient detail on the time and attendance system</p> <ul style="list-style-type: none"> ✕ Assisting with the proposed costing of projects on appropriate level ✕ Adherence to project deadlines and budgetary requirements ✕ Identifying and escalating risks identified |
| Technical Skills/Competencies | <ul style="list-style-type: none"> ✕ Good numerical skills ✕ Accuracy ✕ Attention to detail ✕ Analytical competence ✕ Professional skepticism ✕ Persistent ✕ Inquisitiveness ✕ Time management ✕ Communication ✕ Prioritizing according to set deadlines ✕ Good interpersonal relationships ✕ Disciplined approach ✕ Professionalism |
| Required qualifications | <p>Tertiary qualification in one of the following disciplines:</p> <ul style="list-style-type: none"> ✕ B. Com Forensic Accounting ✕ B. Com Accounting |
| Required experience | <ul style="list-style-type: none"> ✕ Applicants with minimum three (3) years relevant industry experience is required |
| Additional requirements | <ul style="list-style-type: none"> ✕ Preference will be given to EE candidates ✕ Valid driver's license ✕ Valid passport will be an advantage ✕ Willingness to travel ✕ Overtime work will be required, as and when necessary ✕ Draft tenders |
| Salary | <ul style="list-style-type: none"> ✕ Negotiable |