
JOB TITLE – CaseWare Working Papers Consultant x 3

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

PURPOSE OF THE POSITION

The objective of employing a CaseWare Working Papers 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.
- 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)



Contact Person: [Mandy Barret](#)

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