

## **VACANCY**

### **SAICA TRAINING PROGRAM TRAINEE 3 YEAR TRAINING CONTRACT**

Applications from interested and suitably qualified candidates are invited in respect of the above vacancy.

#### **PURPOSE OF THE POSITION**

Albaraka Bank is a SAICA accredited Training Office and can therefore provide candidates with the opportunity to complete their SAICA Training Contracts which forms a significant part of the Chartered Accountant (SA) qualification process.

Candidates will be employed as Trainee Accountants and will be required to register a Training Contract with SAICA. The Trainee will be responsible to perform the duties of a Trainee Accountant as detailed by SAICA and as per Albaraka's job description. The Trainee Accountant will report to the Training Officer and will be required to carry out the work allocated to them, keep the Training Officer informed of progress and of any problems or difficulties with that work and for ensuring that work is documented and concluded in accordance with the Company's Policies and Procedures.

#### **CORE FUNCTIONS INCLUDE**

- To complete a detailed annual Training Plan for the period of 3 years, as prescribed by the SAICA competency framework and Albaraka's training plan.
- To be seconded out of the incumbent's current role.
- To rotate between the various Departments at the Bank to fulfil the training needs of the SAICA program.
- To attend any external trainings that are required as part of the SAICA Program.
- To ensure that all administration relating to the SAICA Program in terms of record keeping, time sheets, assessments, and reviews etc are updated regularly on the assessment sites (LTS/EAT) and SAICA's administration site (TCMS).
- Be proactive in obtaining reliable and sufficient evidence for all reviews and to prove competence/proficiency.
- Complete regular rating assessments as outlined by SAICA.
- Uphold company ethics and values and act with integrity.
- Set clear objectives and plan activities.
- Work productively and in a challenging environment.

## **REQUIRED QUALIFICATIONS**

- SAICA Accredited degree or accredited bridging programme
- Completed CTA (SAICA Accredited post-graduate qualification)

## **Knowledge, Skills and Attributes**

- Computer Literacy
- Strong Microsoft Excel Skills
- Financial Acumen
- Excellent attention to detail
- Good Time Management
- Strong communication skills
- Takes ownership of own development
- Adaptable
- Demonstrates the values required of a trainee per SAICA's code of professional conduct
- Intention to qualify as a CA(SA)

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Forward your cv to [kameshini@albaraka.co.za](mailto:kameshini@albaraka.co.za)