



Australian Business Chamber Southern Africa

Auditor of Annual Financial Statements 2021, 2022, 2023

18th May 2022

Background

The Australian Business Chamber of South Africa (ABCSA) is a non-profit South African company whose purpose is to strengthen trade and commercial relationships between Australia and Southern African companies to operate in the Republic of South Africa, SADC and Australia.

The Chamber was incorporated to facilitate, promote, encourage, and develop trade and commerce in the Republic of South Africa, as well as to provide and promote a networking forum and platform for its members to develop and grow business relationships and promote bilateral trade and commerce between Australia and the Republic of South Africa and SADC.

Auditor Scope of Work

The Australian Business Chamber Southern Africa (ABCSA) is seeking an external qualified and registered auditor to audit its financial statements commencing year 2021 for 3 years. ABCSA require the following.

- Candidate to have demonstrated experience in auditing and preparing annual financial statements for a Chamber with 3 pages of bank line items with revenue R250-300K.
- Candidate must be registered with the Independent Regulatory Board of Auditors (IRBA) of South Africa and remain in good standing with the Board.
- Ability to complete the audit within a reasonable time commencing May 2022, February 2023 and February 2024 and ultimately issue an audit opinion.
- Adhere to ABCSA Code of Ethics and Conduct policy (attached).

Interested candidates kindly submit written quotation to complete the AFS on a per year basis for 2021, 2022 and 2023 as well as a summary statement of qualification, CV including IRBA registration number, three professional references and relevant experience to ABCSA administrator Fabienne Rossouw fabienne@abcsafrica.org

Due to conflict-of-interest ABCSA members will not be considered. Applications close 25 May 2022.

For further information on ABCSA kindly refer our website <https://abcsafrica.org/> and media channels on LinkedIn, Facebook and Twitter.



Australian Business Chamber of Commerce (Southern Africa)

Code of Ethics and Conduct

The Australian Business Chamber of South Africa (ABCSCA) is a non-profit South African company whose directors' duties are to fulfil the ABCSCA Constitution. ABCSCA was incorporated to facilitate, promote encourage and develop trade and commerce in Southern Africa, as well as to provide a networking forum for members to develop and grow business relationships between Australia and the Southern African Development Community (SADC).

This Code of Ethics and Conduct applies to the ABCSCA Board, its Executive, Members and all other stakeholders of the Chamber.

The ABCSCA Board will uphold the Chamber's Constitution, ensure ethical leadership and maintain oversight of the Chamber's activities, members, and stakeholders.

The Executive will organise networking events and functions for members to develop and grow business relationships between Australia and Southern Africa (SADC) whilst promoting the Chamber's ongoing growth and sustainability.

The Members will uphold the Chamber's Constitution and Code of Ethics and Conduct.

Living up to our Code will assist the Chamber to attain its vision and mission:

Vision

To support opportunities for companies via round tables, leadership conversations, events and information sharing; and working collaboratively with Australian and Southern African business communities, government and trade representatives.

Mission

To deliver timely, relevant information, events and opportunities to members to support their business objectives.

Our vision and mission are supported by behavioural standards based on the ICRAFT (King IV¹) values and governance philosophy. It applies to all our stakeholders.

Values and behavioural standards

- Integrity
 - Demonstrating integrity requires that we:
 - Act in good faith and in the best interests of the Chamber and the good reputation of Australia and Southern Africa (SADC).
 - Exceed minimum legal compliance.
 - Avoid actual, potential and perceived conflicts of interest through disclosure and appropriate volunteer management thereof.
 - Do not tolerate harassment, bullying or discrimination.
- Competence
 - Demonstrating competence requires that we:
 - Advance the Chamber's interests in a professional, efficient, and capable manner.
 - Have sufficient working knowledge in applying laws, rules, codes, and standards.

¹ The Fourth King Report on Corporate Governance for South Africa

- Govern the Chamber with due care, skill, and diligence, and lead ethically and effectively in a competent manner.
- **Responsibility**
 - Demonstrating responsibility requires that:
 - The Board and Executive collectively steer and give direction to the Chamber ensuring accountability for the Chamber’s organisational performance.
 - The Board and Executive attend scheduled meetings and devote sufficient time to the Chamber ensuring sustainability and growth.
 - All stakeholders promote and grow the Chamber in a responsible manner and in its best interest.
 - All stakeholders anticipate, prevent or otherwise ameliorate any negative consequences to the Chamber.
- **Accountability**
 - Demonstrating accountability requires that:
 - The Board and Executive answer for the execution of the Constitution and their assigned responsibilities.
- **Fairness**
 - Demonstrating fairness requires that we:
 - Adopt a stakeholder inclusive approach in the execution of governance; including roles and responsibilities for the Board, Executive, Members and Stakeholders.
 - Direct the Chamber to promote ethical trade and commercial interest fairly between Australia and Southern Africa (SADC).
- **Transparency**
 - Demonstrating transparency requires that the Board and Executive:
 - Act transparently in exercising their roles and responsibilities.
 - Govern in a way that supports the establishment of an ethical culture to protect the Chamber’s sustainability, members’ reputation, members’ trust, loyalty and general Chamber morale.
 - Ensure that the Chamber continues to be a responsible citizen of South Africa (SADC) and Australia.
 - Apply an inclusive stakeholder approach of the legitimate and reasonable needs, interest, and expectations of all material stakeholders in the execution of its duties and in the best interest of the Chamber over time.

Key Outcomes

The key outcomes of the Chambers activities and impact include an ethical culture, good performance, effective control, and legitimacy as prescribed by King IV.

Enforcement

Any contravention of the Code of Ethics and Conduct will be considered by the Board and could result in suspension or removal from the ABCSA Chamber at the discretion of the Board.

This Code is effective from 15 May 2022.