

VACANCY

AUDIT SENIOR

We are a well-established accounting firm located in Nairobi. The practice has been growing continuously for the last five years and we are highly respected and well known. The culture is energetic, supportive and very social.

The position – AUDIT SENIOR

An audit senior position has become available due to growth in our firm. The position will involve working mainly with SMEs and financial organizations.

Responsibility

- Maintain steady contact with clients throughout the business year, which involves a thorough knowledge of the client and all facets of the client's business rather than mere routine attendance to immediate problems.
- Prepare the engagement letter and any subsequent modifications for approval by a partner, answers any questions the client may have so there is a complete understanding of the nature and terms of an assignment.
- Review staff assignments, making certain they are appropriate and staff is qualified.
- Evaluate internal controls and work programs prepared by the staff and, if necessary, revises the work program, then discusses the work program and time budget with the principal to obtain approval.
- Follow the progress of the work during an engagement in relation to budgeted time and scheduled dates of completion
- Know the client's impression of the conduct of the engagement.
- Keep the partners informed of all-important developments in the work, analyzes the major problems that occur and recommends solutions.
- Resolve problems with the partners' approval and review the report drafted by the in-charge or senior accountant as the engagement nears completion.
- Follow reports through processing, answering any questions that arise, submits the reports to the partners for final approval and signature and supervises the distribution according to the client's instructions.

- Supervise the preparation of management letters and tax returns in a manner similar to that discussed above.
- Prepare the current billing memorandum.
- Prepare staff performance evaluations and discuss them with staff members.
- Maintain knowledge of general economic and political trends and, of possible tax or other legislation that could affect the business climate.

The successful applicant will be responsible for managing a team of audit staff through the full gambit of planning to execution whilst meeting – all legislative requirements.

Requirements

Bachelor's degree and must have completed CPA, you will have at least three years audit experience in Kenya. You must have outstanding communication skills, both verbal and written, with a self-motivated and professional work ethic.

To apply please send your resume and cover letter to hr.managerwma@gmail.com on or before 22nd February 2019.