

JOB DESCRIPTION ASSISTANT AUDIT MANAGER

The Assistant Audit Manager is responsible for organising and overseeing internal audits in accordance with the annual audit plan, processes and practices, managing a team of auditors.

The Assistant Audit Manager will oversee the review process then make any necessary recommendations to change policies, implement new systems or even change employee roles and team structures.

The Assistant Audit Manager will work directly with the audit manager.

The work of an Assistant Audit Manager ultimately helps companies fulfil their goals, obligations to international and government compliance.

Assistant Audit Manager Role, duties and responsibilities

An Assistant Audit Manager will be expected to perform any of the following tasks:

- Supervise junior engagement team members and develop them through effectively delegating audit tasks and providing guidance to assurance staff.
- Manage subordinate employees in the auditing department.
- Addressing complaints and resolving problems.
- Identify risks and manage
- Produce reports highlighting issues and providing potential solutions
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements.
- Delivering results and meeting client expectations
- Develop and maintain productive working relationships with audit client personnel, assess audit clients' satisfaction and proactively maintain contact with the audit client throughout the year.
- Integrity within a professional work environment

Qualifications for Assistant Audit Manager

- Bachelor's Degree in Business Administration, Accounting or Finance
- CPA (K) / ACCA from a reputable institution
- At least 5-6 years of experience in a similar or related role preferably in top five audit firm

- Working knowledge of Caseware software, and International Auditing Standards and IFRS
- Experience of leading, supervising and coaching members of staff
- Advanced written and verbal communications skills
- Dedication to teamwork and leadership.

Interested candidates can send their CVs and certificates to careers@crowe.co.ke by close of business by 29th January 2021