



“ Joining Mazars means taking part in an exciting human and entrepreneur adventure and seizing the opportunity to quickly grow you potential. We are seeking talented, self motivated and skilled individuals of high personal integrity to fill the following positions:

### Audit Seniors and Supervisors

#### Roles and responsibilities

- Oversee audit planning, field work, and audit reporting.
- Prepare clear and complete working papers supporting review and/or work done.
- Prepare reports, and communicate findings and recommendations to those charged with governance.
- Assist in developing budgets and timelines for upcoming audits; assigning staff; and tracking the progress of assignments.
- Acting as a point of contact for engagement leads and clients, ensuring both are kept fully informed of any issues arising and the progress of the audit.
- Leading and supervising audit teams, allocating roles and ensuring the team complete work to quality standards and in a timely manner.
- Ensure standards and procedures maintained by whole team and complete audit file presented with review points cleared.
- Ensuring clients are billed according to agreed billing plans and managing WIP.
- Considering the needs and skills of those under supervision, organising tasks and responsibilities.
- Mentoring, supervising and training colleagues.
- Performing other related duties as required.

#### Minimum qualifications

- Bachelors' degree;
- CPA(K) or CPA finalist;
- 3 - 7 years working experience in audit;
- Proficiency in Automated audit; Ms Office;
- Good knowledge of IFRSs and ISAs.

### Tax Senior and Supervisor

#### Roles and responsibilities

- Preparing and reviewing tax and deferred tax computations.
- Performing tax audits; investigations; due diligence and health checks.
- Handling tax objections and appeals.
- Preparing and presenting tax opinions to clients in the areas of direct and indirect taxation
- Collecting, calculating, and entering data in order to maintain and update payroll information
- Ensuring all payroll transactions are accurately and efficiently processed in compliance with laws on payroll accounting, deductions and taxes
- Preparing and submitting periodic (monthly, quarterly, annual) tax returns by the deadline
- Managing clients' tax risks and opportunities and providing bespoke tax advisory.
- Researching and providing technical analysis on the impact of new or changes in legislation.
- Ensuring clients are billed according to agreed billing plans and managing WIP.
- Considering the needs and skills of those under supervision, organising tasks and responsibilities.
- Mentoring, supervising and training colleagues.
- Performing other related duties as required.

#### Minimum qualifications

- Bachelors' degree;
- CPA Part II;
- 3 - 7 years working experience in tax;
- Proficiency in i-tax; Ms Office;
- Good knowledge of Kenyan tax laws & OECD rules.

### Accountant and Bookkeepers

#### Roles and responsibilities

- Entering data, maintaining an accurate record of financial transactions
- Maintaining and balancing the general ledger in an accurate, complete and up-to-date manner
- Maintaining complete filing system to support financial records
- Preparing statutory accounts, consolidated accounts and consolidation workings.
- Compiling and presenting reports, budgets, commentaries and financial statements.
- Conducting reconciliation of all accounts on an as needed basis
- Performing payroll functions in an accurate and timely manner, and submitting payroll deductions
- Preparing tax returns and ensuring that taxes are paid properly and on time
- Processing payments
- Evaluating financial operations to recommend best-practices for smooth operations
- Managing the audit process
- Considering the needs and skills of those under supervision, organising tasks and responsibilities.
- Mentoring, supervising and training colleagues.
- Performing other related duties as required.

#### Minimum qualifications

- Bachelors' degree;
- CPA Part II;
- 3 - 7 years working experience in accounting;
- Proficiency in QuickBooks; Pastel; SAP; Ms Office;
- Good knowledge of IFRSs.