

## **JOB DESCRIPTION SENIOR AUDIT ASSOCIATE**

- Deliver quality auditing services to clients and their stakeholders.
- Demonstrate a thorough understanding of complex accounting and auditing concepts and apply them to client situations
- Collaborate to plan engagement objectives and an audit strategy that complies with professional standards and appropriately addresses risk.
- Direct field work, manage engagement economics and inform supervisors of the audit engagement status.
- Monitor the engagement team's progress against the plan and alter it when needed.
- 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.
- Supervise junior engagement team members and develop them through effectively delegating audit tasks and providing guidance to assurance staff.
- Develop and maintain productive working relationships with audit clients
- Direct field work, inform engagement leaders of audit engagement status and manage staff performance
- Complete audit procedures and documentation for higher risk areas in order to broaden your technical skills (e.g. revenue, financial instruments, and income taxes).
- Contribute ideas/opinions to the audit teams
- Develop an understanding of our service offerings

### **Qualification and Experience Requirements**

- Bachelor's Degree in Accounting, Finance or Business related field
- CPA (K)
- Three (3) years' experience in a busy audit environment
- Experience in planning, execution and reporting on audits of financial statements prepared in audit software
- Strong business awareness and an ability to identify audit issues arising from transactions.
- Technically good knowledge of modern auditing methodologies, ISAs and IFRSs.
- Excellent project management skills
- Advanced written and verbal communications skills

- Dedication to teamwork and leadership.
- Integrity within a professional work environment

### **Skills and Competence Requirements**

- Foster an efficient, innovative and team-oriented work environment
- Challenge audit procedures used in the past and attempt to enhance audit techniques
- Strong written and verbal communication skills
- Integrity within a professional environment
- Able to manage multiple engagement and deadline-driven
- Strong leadership and project management skills
- Knowledge of business trends, emerging technical and industry developments.
- High level of integrity, confidentiality, excellent administrative and organizational skills.
- Strong analytical, written/verbal communication, interpersonal, and relationship building skills.
- A team player with demonstrated experience in leading and working with teams.