



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)

CAREER OPPORTUNITIES

The Institute of Certified Public Accountants of Kenya (ICPAK) is a statutory body of Accountants established under the Accountants Act of 1978, and as repealed under the Accountants Act No.15. of 2008, with the mandate to develop and regulate the Accountancy Profession in Kenya. The Institute is also a member of the Pan Africa Federation of Accountants (PAFA) and the International Federation of Accountants (IFAC), the global umbrella body for the accountancy profession.

1

MANAGER, STANDARDS & TECHNICAL SERVICES (GRADE 4) - JOB REF: MST/001/6/2024

Job Profile

The Manager, Standards & Technical Services shall be responsible for research and analysis of International Standards in accounting, auditing and assurance. He/ she will report directly to the Director, Standards & Technical Services and will work closely with the Professional Standards Committee (PSC) and related Committees of ICPAK to plan and implement the work plan of the Council.

He/She will support ICPAK activities on technical matters with International Accounting Standard Setting Boards in the areas of consultation processes, review of discussion papers and exposure drafts that lead to development or revision of International Standards.

The position holder will also assist in the implementation of standards and advice on compliance including implementation of the training needs resulting from the International Education Standards (IESs) and from assessment of needs of members and incorporating these to the Institute's annual CPD Calendar. The position holder will also develop technical content that is future ready and compliant with the International Education Standards covering all the subsets of the accountancy profession.

Duties and Responsibilities

- **Standards Development:** Spearhead ICPAK's participation in the development (Input) to international standard setting Boards of IASB, IAASB, IAESB, IESBA and IPSASB by ensuring that ICPAK actively and substantively contributes to relevant proposals, exposure drafts and discussion papers in a timely manner.
- **Standards Implementation:** Promote the implementation of International Financial Reporting Standards, Auditing and Assurance Standards, other accounting standards, guidelines, policies, laws and regulations pertaining to the Financial Reporting and Auditing.
- **Monitoring and Compliance:** Monitoring the regulatory environment in Kenya so as to identify and contribute to any Laws and Regulations that may impact on financial reporting, management and auditing in Kenya.
- **External Relations:** Maintain and coordinate relationships and partnerships with International Standard Setters as well as with regional and local stakeholders that impact on the financial reporting and auditing in Kenya.
- **Implement e-Learning services** and optimal utilization of virtual learning platforms at the Institute.
- **Participate in the development of technical content**, training programs and inviting speakers for all Institute trainings (CPD Trainings, In House Trainings, Branch Trainings etc
- **Working with Kasneb** to ensure implementation of International Education Standards (IESs).
- **Promote standards of professional competence** and practice amongst members of the Institute.
- **Participate in the provision of guidance documents / technical bulletins** especially on accountancy education.
- **Participate in providing technical advice** to other regulators on technical issues/standards relating to the education of accountant.
- **Participate in the planning and implementation** of member capacity building programs on technical matters.
- **Any other tasks** as may be assigned from time to time by Management.

Personal Specifications

For appointment as the Manager – Standards & Technical Services, the person must possess the following qualifications:

- Be a citizen of Kenya.
- Meet the requirements of Chapter Six of the Constitution.
- Must be a holder of a Bachelor's degree in Accounting, Finance, Economics, Audit or Business Administration from a recognized institution.
- Must be a holder of a CPA (K) certificate and a member of ICPAK in good standing.
- Must be in possession of a Post Graduate Degree in any of the following disciplines: Accounting, Taxation, Finance, Economics, Audit, Business Administration, or an equivalent qualification from a recognized institution;
- Minimum relevant work experience of at least eight (8) years in a reputable organization;
- Previous working experience in a busy Audit Firm;
- Must possess an excellent knowledge of International Financial Reporting Standards, International Public Sector Accounting Standards (IPSASs), Sustainability Reporting Standards, International Auditing Standards (IASs) and other professional standards
- Should have experience in the standards setting process
- Should be knowledgeable on all the subsets of the profession including pertinent emerging issues within the profession and other related areas;
- Knowledge and demonstrable experience on key integrity and governance issues affecting the nation;
- Professional training in emerging areas such as AML, ERM and Cyber Security will be an added advantage.

Key Attributes

The following key attributes will be required for the position of Manager-Standards & Technical Services.

- Be a self-driven team player.
- Be of high moral character, integrity. and impartiality
- Proven high degree of professional competence with good communication skills.
- Be a results oriented leader.
- Strategic thinker-Ability to effectively multitask and handle multiple concurrent assignments and teams.
- Effective delegation skills.
- Possession of stakeholder and relationship management skills;
- Ability to cultivate partnerships and collaborations.

Terms of Service

The successful candidate will be appointed on permanent and pensionable terms, in line with the Institute's Human Resource Policy. A competitive remuneration package will be offered in line with the terms of service for ICPAK Staff.

How to Apply: Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** to the following email address:

ambd@icpak.com

Applications should be received on or before close of business on Friday 28th June 2024.

Job Profile

The Assistant Manager shall report to the Business Development Manager. He/she will sustain and nurture solid relationships with key corporate clients with the goal of growing revenue and reducing customer churn in the corporate segment of the business.

The job holder will utilize the Institute's resources to develop and nurture mutually beneficial relationships that align to the key corporate partners' expectations. The job holder will also be required to contribute to the overall team objectives and meet individual revenue targets.

Key Responsibilities

- Build the sales funnel with the primary responsibility to find and close new sales deals.
- Perform weekly corporate client visits and prepare weekly sales activity reports.
- Perform in-depth client / prospect needs analysis resulting in full solutions proposals.
- Prospect and negotiate sponsorship deals with potential conference sponsors.
- Grow the number of Institutional business clients in the private and public sectors.
- Develop and present training and consultancy proposals to new and existing corporate clients.
- Responsible for revenue growth and collection of payment for sales proceeds for performed sales.
- Development and presentation of funding proposals aimed at raising funds for ICPAK activities from foundations, trusts and major donors.
- Serve as the link of communication between key customers and internal teams
- Negotiate and close partnership deals with new member value partners
- Responsible for maintaining an updated corporate key contacts database
- Identify and report any emerging business risks.
- Support any additional Institute's assignments as may be assigned by the Business Development Manager from time to time.

Mandatory Qualifications and Experience:

- Degree in Marketing or Non-Marketing Degree with Professional Diploma in either Marketing or Fundraising
- At least Five (5) years' corporate sales experience in the service sector or fundraising from corporate or major donors
- At least Five (5) years' demonstrable experience in proposal development leading the end-to-end bid process, including opportunity identification, qualification and proposal submission

Terms of Service

The successful candidate will be appointed on permanent and pensionable terms, in line with the Institute's Human Resource Policy. A competitive remuneration package will be offered in line with the terms of service for ICPAK Staff.

Desired Skills and Competencies

- Strong business acumen and thorough understanding of the different sales approaches.
- Ability to create visually appealing and engaging bid presentations.
- Aptitude in building relationships with professionals at all organizational levels
- Exceptionally persuasive with ability to present and convey complex ideas clearly.
- Strong business acumen and thorough understanding of the different sales approaches.
- Active listener with ability to work collaboratively in a team environment.
- Exceptional customer relationship skills.

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Job Profile

The job holder will be responsible for planning and performing audit quality reviews in accordance with ICPAK framework and in compliance with the Accountant's Act regulations, 2022. The job holder shall report to the Assistant Manager Audit Quality Reviews.

In executing their duty, the job holder will review remedial plans by firms and ensuring that they are aligned to the root cause analysis and the remedial actions are implemented within the agreed timelines. The Officer will compile reports on compliance status of firms and identify development of needs and requirements to improve the quality of accountancy services in the country. They will be responsible for preparing firm reports and a summary of findings from reviews.

Duties and Responsibilities

- Development of annual quality reviews workplan by selecting firms to be reviewed then plan, coordinate and lead the teams in performance of the quality reviews
- Carry out reviews and prepare reports as per ICPAK's review framework.
- Leading meetings with practitioner before, during and after the review process.
- Ensure that all reviewed firms have been issued with a report on their compliance status and any deficiencies noted.
- Obtain and review root cause analysis and remedial plans by firms to ensure that they are responsive to deficiencies noted.
- Track and follow up on implementation of remedial plans by firms and compile a report for RQAC on the status.
- Compile on an annual basis a report for publication on overall findings from the reviews including cross cutting deficiencies identified.
- Advice on training needs for practitioners and their teams based on review findings
- Review practicing certificate applications by members and compile a monthly report for RQAC.
- Ensure compliance with laws and regulations by practitioners and members of Institute through sensitization and frequent communications.
- Provide technical assistance on areas that require research.
- Follow up on non-compliant firms and practitioners.
- Any other tasks may be assigned from time to time by Management.

Personal Specifications

For appointment as the Assistant Manager – Audit quality Reviews, a person must possess the following qualifications:

- Be a citizen of Kenya.
- Meet the requirements of Chapter Six of the Constitution.
- Must be a holder of a Bachelor's degree in Accounting, Finance, Economics, Audit or Business Administration from a recognized institution.
- Must be a holder of a CPA (K) certificate and a member of ICPAK in good standing.
- Minimum relevant work experience of five (5) years in a reputable audit firm
- Should be knowledgeable of International Standards on Quality Management (ISQM), International Standards on Auditing, International Financial Report Standards, International Professional Practice Framework, IESBA Code and other professional standards as well as local laws and regulations.
- Demonstrate an understanding of review process and report writing.
- Good communication skills and the ability to present will be an added advantage.

Key Attributes

The following key attributes will be required for the position of Manager- Standards & Technical Services.

- Be a self-driven team player
- Be of high moral character, integrity. and impartiality
- Proven high degree of professional competence with good communication skills
- Be a results oriented leader
- Strategic thinker-Ability to effectively multitask and handle multiple concurrent assignments and teams.
- Effective delegation skills.
- Possession of stakeholder and relationship management skills;
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SAQR@icpak.com

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