



# We are hiring

## About Us

Crowe Erastus & Co. Certified Public Accountants specializes in providing high quality financial and advisory services to our clients. Our firm is a member firm of Crowe Global, a network of firms presents in over 150 countries worldwide literally spanning the globe. We are committed to impeccable quality service, integrity, professional growth of our team members, highly integrated service delivery processes and a professional commitment to deliver excellence to our clients.

We pride ourselves on a conducive working environment that focuses on quality service to both our external and internal clients. We value our employees' continuous improvement through training, mentorship and guidance. Furthermore, we strive to support and empower our employees through regular sensitization on skills that develop our employees holistically.

## 1. ASSISTANT AUDIT MANAGER – REF. NO. AAM / 001 / 2024

**Job Summary:** Assistant Audit Manager position encompasses all activities geared toward organizing and managing all assigned engagements.

### Main Responsibilities:

- 1. Supervision and Management:**
  - Oversee audit assignments and supervise staff.
  - Ensure compliance with International Standards on Auditing (ISAs) and ethical guidelines.
- 2. Client Management**
  - Liaise with clients to identify risks, plan and conduct quality audits.
  - Develop and implement client service objectives to meet and exceed client expectations.
- 3. Audit and Risk Management:**
  - Conduct risk-based audits.
  - Regularly report audit progress and relevant issues to relevant stakeholders.
- 4. Training and Development:**
  - Train and develop audit staff, ensuring their performance aligns with firm's quality standards.
- 5. Business Development:**
  - Identifying business growth opportunities through cross-selling to existing clients.
  - Developing responsive proposals for new engagements

### Minimum qualifications and experience:

- Bachelor's degree in Accounting / Finance or a related field.
- Certified Public Accountant (CPA-K) and a member of ICPAK in good standing.
- Thorough knowledge of accounting and auditing standards.
- Over five (5) years of audit experience with at least two (2) years of audit supervision.
- Strong technical knowledge of auditing principles, standards, and practices.
- Proficiency in audit software and tools such as Caseware.

### Personal Attributes:

- A person of high integrity.
- Excellent analytical, problem solving and decision-making abilities.

- Strong leadership and interpersonal skills with the ability to communicate effectively with diverse stakeholders.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Good professional behaviour devoid of any substance influence.

## **2. AUDIT ASSOCIATES – REF. NO. AA / 001 / 2024**

**Job Summary:** The overall purpose of this job is planning and execution of audit assignments.

### **Main Responsibilities:**

- Planning work on assigned segments of the audit.
- Execution of detailed audit plan.
- Preparation of audit working papers and audit reports.

### **Minimum Qualifications & Personal Attributes:**

- BBA / B.Com (Accounting / Finance) Degree – or its equivalent Minimum of CPA Part II (Passed Section 4 / Intermediate Level)
- Audit work experience will be an added advantage
- A quick learner, self-motivated and a good communicator
- Planning and time management skills
- Team player with good interpersonal skills
- Disciplined and focused
- Good professional behaviour devoid of any substance influence.

### **Application Procedure:**

Send Application Letter and CV in one document to [recruitment@crowe.co.ke](mailto:recruitment@crowe.co.ke) quoting the job reference number, suitability, availability, current and expected salary in your application letter. Applications to reach us not later than **Wednesday, 2<sup>nd</sup> October 2024 at 5:00 p.m.** Any applications without all the information requested above will not be considered. Only shortlisted candidates will be contacted.

Crowe Erastus & Co. is an equal opportunity employer.