



We are hiring

ACCOUNTS ASSISTANT – REF. NO. AC-AS/01/2024

About Us

Crowe Erastus & Co. Certified Public Accountants is independent firm of professional accountants and consultants operating in Kenya and Eastern Africa Region. We are a member firm of Crowe Global, a network of firms present in over 150 countries worldwide literally spanning the globe. We are committed to impeccable quality, highly integrated service delivery processes and a professional commitment to deliver excellence.

We pride ourselves on a conducive working environment that focuses on quality service to both our external and internal clients. We value employee continuous improvement through training, mentorship and guidance. We also strive to support and empower our employees through regular sensitization on different skills for wholistic development.

Job Summary: The overall purpose of this job is both external and internal accounting and finance functions which include preparation of client payrolls and supporting in outsourced book keeping assignments.

Main Responsibilities:

- Raising payment vouchers and supporting summaries.
- Timely payroll preparation for external clients.
- Timely book keeping for external clients.
- Timely billing of jobs and proactive collection.
- Processing of ETR / eTIMS receipts.

Minimum Qualifications:

- BBA / B.Com (Accounting / Finance) Degree – or its equivalent
- Minimum of CPA Part II (Passed Section 4 / Intermediate Level)
- Working knowledge of QuickBooks / Sage or any other accounting software
- Processing of client payrolls and book keeping experience will be an added advantage
- A quick learner, self-motivated, good communicator and public relations when dealing with clients.
- Team player with good interpersonal skills
- Planning and time management skills
- The candidate must exemplify good professional behaviour devoid of any substance influence.

Send Application Letter and CV in one document to **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 **Monday, 2nd December, 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.