



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)

CAREER OPPORTUNITY

PRACTICE CENTRE OF EXCELLENCE COORDINATOR (GRADE 6)

Job Ref: ICPAK007/2026

The Institute of Certified Public Accountants of Kenya (ICPAK) is a statutory body of Accountants established under the Accountants Act CAP 531, 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.

Job Summary

The Institute is in the process of establishing and operationalizing a Practice Centre of Excellence (PCoE), a structured professional development platform that will raise audit quality, deepen practitioner competence and strengthen the sustainability of Practice Firms in Kenya. The Centre will equip practitioners to thrive amid the growing sophistication of professional practice, driven by advances in auditing and quality management standards, ethical requirements, technology and sustainability reporting. The PCoE will serve as ICPAK's flagship home for professional practice development, quality enhancement, innovation and technical excellence.

To support effective implementation of the Centre of Excellence, the jobholder will ensure that all training programs are delivered as scheduled in the annual training plan and provide administrative support to the Manager – Practice Centre of Excellence. The job holder will also be responsible for successful implementation of the Certification for Preparers of Financial Statements.

The role will also support the Institute's CPD Trainings by developing concept notes, reviewing CPD points filled by members and preparing technical bulletins & guidance notes.

Key Responsibilities:

1. Respond to enquiries from prospective learners and provide accurate information on the centre of excellence's training programs and certification.

2. Process requests for admission and follow-up on receipting of payments
3. Ensure timely issuance of CPD hours and learner certificates upon completion of the training program
4. Facilitate review of content and technical delivery of the program
5. Support the logistical aspects and post-training activities associated with the training programs
6. Maintain up-to-date training records and evaluation reports for all training programs delivered
7. Coordinate trainers' briefings and scheduling to ensure seamless training program delivery
8. Support enforcement of the training standard operating procedures in line with the approved policies
9. Carry out periodic and continuous review of the center of excellence and certification courses in line with others done globally and provide remediation reports and actions
10. Monitor attendance and course completion rate and make recommendations to management
11. Participate in developing content for other CPD activities and monitoring implementation of training
12. Participate in responding to exposure drafts, preparing technical bulletins and guidance notes and supporting other technical work of the Institute

Job Dimensions:

Financial Responsibility:

Contribute to the preparation of the annual program budgets and continuous Monitoring

Job Specifications:

Academic Qualifications

Bachelor's Degree in Business or a related field.

Professional Qualifications / Membership to professional body

- Certified Public Accountant of Kenya (CPA-K)
- Member of the Institute of Certified Public Accountants of Kenya (ICPAK)

Work Experience:

At least 2 years' work experience in a finance/audit related role.

Competencies

- Excellent organizational and administrative skills
- Creativity and Innovativeness

- Excellent communication and presentation skills
- Customer focus and Responsiveness
- Time Management skills
- Unquestionable integrity and professional judgment
- Accuracy and attention to detail
- Able to build relationships with colleagues and members

Terms of Service:

The successful candidates will be appointed on contractual 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: pcec2026@icpak.com

Applications should be received on or before close of business on **Monday 19th October 2026**.

ICPAK is an equal opportunity employer and qualified applicants from all backgrounds are encouraged to apply.

Only shortlisted candidates will be contacted.