



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)

CAREER OPPORTUNITY

MANAGER - PRACTICE CENTRE OF EXCELLENCE (GRADE 4)

Job Ref: ICPAK006/2026

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 establishing and operationalising 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 Practice Centre of Excellence (PCoE), the jobholder will be responsible for directing the daily operations of the Practice Centre of Excellence and ensuring seamless delivery of the training programs for practitioners. The role will be responsible for ensuring that the Practice Centre of Excellence delivers practical, high-impact training programs that address the gaps identified during ICPAK's Quality Assurance Reviews on practising firms. The role will also oversee and implement the Certification Course for Preparers of Financial Statements in Kenya.

The job holder will also support other technical work of the Institute by participating in technical forums and developing CPD training concept notes and responding to exposure drafts.

Key Responsibilities:

1. Oversee the implementation of the approved Centre of Excellence annual training calendar and Annual Certification Work Plan

2. Monitor developments in the regulatory environment and standard setting environment to ensure training content is technically relevant and aligned to the ever-changing demands of the Accountancy Profession
3. Responsible for identifying potential operational risks, designing and implementing internal controls to mitigate the identified risks
4. Collaborate with approved subject matter experts and facilitators to develop course outlines and learning outcomes for each training course offered by the Centre of Excellence.
5. Coordinate with key stakeholders and other key government offices for effective implementation of the Certification for Preparers of Financial Statements
6. Ensure consistent quality of training through constant monitoring of direct feedback from the training participants and facilitator reviews
7. Lead and coach the team to ensure achievement of the set performance objectives
8. Prepare periodic reports on enrollment and completion rates for each training program as may be required from time to time
9. Pursue the incorporation of new technologies in the delivery of programs to improve learning journey experience
10. Track performance metrics and make recommendations for adjustments of the annual workplans
11. Prepare the annual budget and utilization reports for the Centre of Excellence
12. Participate in developing content for other CPD activities and monitoring implementation of training
13. Participate in responding to exposure drafts, preparing technical bulletins and guidance notes and supporting other technical work of the Institute

Job Dimensions:

Financial Responsibility:

- Preparation and management of the annual budget
- Increase Growth and uptake of the courses offered in the Practice Centre of Excellence and Certification for Preparers of Financial Statements
- Manage operational costs within the approved limits

Leadership Responsibility

- Set clear direction, own outcomes of the team, nurture a positive culture and build trust among the team.

Job Specifications:

Academic Qualifications

- Bachelor's Degree in Business or a related field.
- Master's Degree in Business Administration, 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 7 years' experience in external audit and assurance, three of which must be in a leadership role.

Competencies

- Leadership and collaboration skills
- Planning and Organizing skills
- Budget management skills
- Creativity and Innovativeness
- Excellent communication and presentation skills
- Customer focus and Responsiveness
- Time Management skills
- Unquestionable integrity and professional judgment
- Respect for Diversity
- Strategic thinking skills

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: mpce2026@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.