We are hiring

ACCOUNTS ASSISTANT – REF. NO. AC-AS/01/2026

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 foster a supportive working environment focused on delivering quality service to 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.
- Processing PAYE, SHIF and NSSF e-slips on time.

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 bookkeeping 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.

Apply Now – Complete the Online Application Form https://forms.gle/3qWPqPXgBCzynBPK8 and also send your **Application Letter** and **CV** as one document to **recruitment@crowe.co.ke** quoting the job reference number. Applications to reach us not later than **Thursday, 5th November 2026** at **5:00 p.m.** Only shortlisted candidates will be contacted.

Crowe Erastus & Co. is an equal opportunity employer.