

# Career opportunity



## Job Description

Job Title:	Audit Seniors
Location:	Nairobi
Job Type:	Full-Time
Reports to:	Administrative report to the Audit Manager Functional Report to the Audit Director - Private/Public Sector.
Supervises:	Audit Junior Staff

## Role Summary

This position is responsible for executing audit engagements, collaborating closely with clients and audit teams to deliver high-quality assurance services. In addition, this position will oversee fieldwork and mentor less experienced employees. The Audit Senior will work closely with customers to comprehend their operations, pinpoint risks, and formulate suggestions for enhancing internal controls, financial reporting, and compliance.

## Key Responsibilities

- 1. Audit Planning and Execution:**
  - Design and execute audit procedures based on understanding the client's business, the risks and its internal control processes.
  - Lead and manage fieldwork on client sites including liaising with other departments to ensure the smooth delivery of the audit process.
- 2. Lead Audit Engagements:**
  - Oversee the day-to-day activities of audit engagements to ensure they are consistent with the audit plan and Baker Tilly audit methodology and firm quality policies.
  - Review audit workpapers and reports for accuracy, completeness, and adherence to professional standards.
- 3. Client Relationship Management:**
  - Act as a primary point of contact for client personnel during the audit, building and maintaining strong professional relationships.
  - Demonstrate an understanding of the sector and business environment in which the client operates.

**4. Documentation and Reporting:**

- Submit complete audit working papers and reports for review on a timely basis.
- Take part in drafting audit reports, management letters, and other client deliverables, presenting findings and recommendations to clients and management.

**5. Quality Control and Compliance:**

- Ensure compliance with local policies and regulations.
- Stay informed on recent advancements in financial reporting, regulatory requirements, and auditing standards.
- Demonstrate a positive, confident and decisive attitude in communicating with staff, clients and Managers.

**6. Training and Development:**

- Supervise team members and provide on the job training, guidance and mentorship to junior staff.
- Contribute to the creation and implementation of internal training initiatives aimed at improving the audit team's technical proficiency.

### Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional qualification – CPA or ACCA is required.
- At least 3 to 5 years of external audit experience.
- Demonstrates knowledge of and experience in accounting frameworks (IFRS, IFRS for SMEs and International Standards on Auditing (ISA)).
- Relevant experience within an audit firm.
- Advanced computer skills.
- Fluent written and spoken English.

### Preferred Skills

- High degree of self-motivation and strong career aspiration.
- Ability to prioritize workload.
- Strong organizational skills and ability to work in a team and manage multiple engagements.
- Strong leadership skills.
- Research and analysis skills.
- High level of integrity.
- Excellent verbal and written communication skills.
- Be proactive and have attention to detail.

### About Baker Tilly

Baker Tilly is a full-service accounting and advisory firm that offers industry specialised services in assurance, tax and advisory. At Baker Tilly, we are ready now, for tomorrow's challenges. We believe in the power of great relationships. We lead and listen for great conversations. We channel change into progress for great futures.