

# Exciting career opportunity



## Business Unit Administrator - Audit

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania and Rwanda.

The Nairobi office, which serves as the regional coordinating office, is hiring a Business Unit Administrator to support us in the delivery and management of client engagements across the above-mentioned sectors.

### Key roles and responsibilities

- Provide administrative assistance on client engagements with formatting and printings audit reports, management letters, fee notes, proposals, expression of interest, engagement letters, etc
- Provide administrative support services to Audit Partners, Associate Directors, Senior Managers and Managers while managing their busy schedules.
- Provide proposal preparation support
- Organizing Business Unit events internally and externally.
- Assist in any other matters incidental to Business Unit management as may be requested from time to time by the Performance Manager/Supervisor.
- Take project requirements briefs and provide a delivery plan within pre-defined deadlines;
- Support the Graphics team to come up with creative design concepts that fit the internal clients' needs;
- Work with a wide range of media, including photography and computer-aided design (CAD) software such as Adobe creative suite to deliver clients' projects

- Diploma in Business Administration, Management or Secretarial
- Diploma in Project Management and/or University degree in a relevant field will be an added advantage
- At least 3 years relevant working experience and exposure in required areas of focus.

### Technical skills and competencies:

- Excellent report writing, communication and interpersonal skills;
- I.T skills: Mastery in MS Office suite ( Word, Excel, PowerPoint and Vision);
- Confidence to present and explain ideas;
- Creative flair, acute vision, originality, strong computer skills, detail oriented and flexible;
- Analytical skills;

### Personal attributes:

- Good communication (written and verbal), numeracy, presentation and analytical skills.
- An eye for detail.
- Team player.
- Excellent coordination and planning skills.
- Flexible and eager to learn
- Demonstrate and articulate KPMG values

### We offer:

- An exciting opportunity to work with a Big 4 firm on cutting edge clients across Africa.
- Continuous learning and development.
- Exposure to multi-disciplinary client service teams.
- Unrivalled space to grow and be innovative.

If your career aspirations match this exciting opportunity, please use the link below to apply:

**Business Unit Administrator – Audit.** Filling the link is mandatory for consideration alongside your application to [talentrecruit@kpmg.co.ke](mailto:talentrecruit@kpmg.co.ke) quoting 'KPMG Business Unit Administrator - Audit' **1 December 2023.**

Please note that only shortlisted candidates will be contacted. Please note failure to send your application or fill in the provided form will result to disqualification.