



# Exciting career opportunity

#Thrive with us and #Come as you are



## 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 serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations.

### Key roles and responsibilities

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

### Academic/Professional qualifications and Experience:

- Must have a Diploma in Business Administration, Management or Secretarial.
- Must have Diploma in Project Management and/or University degree in a relevant field will be an added advantage.
- Must have a Certificate in graphic design.
- 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).
- Graphic design skills with creative flair, acute vision, originality, detail oriented and flexible;
- Confidence to present and explain ideas.
- 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 – Candidate's Summary.** Filling the link is mandatory for consideration alongside your application to [talentrecruit@kpmg.co.ke](mailto:talentrecruit@kpmg.co.ke) quoting '**Business Unit Administrator- Audit** by 25 February 2024.

Please note that only shortlisted candidates will be contacted.