



# Exciting career opportunity



#Thrive with us and #Come as you are

## Audit Administrator

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.

### Position Summary

We are currently looking for an Operation Officer in our Audit Unit to provide administrative support to the Audit team.

### Key roles and responsibilities

#### Proposal Support:

To support business development by ensuring that KPMG’s latest best practice is being applied to proposals including;

- Assisting in proposal writing;
- Handling proposal enquiries and channel to the appropriate client service staff within the firm;
- Advising / reviewing proposals and presentations and other documents for KPMG best practice;
- Prepare weekly and monthly proposal reports;
- Maintain Audit proposals/EOI register;
- Maintaining a database of proposals; and
- Promoting proposal templates, coordinating and maintaining CV database and experience sheets.

#### Administrative/ Personal Assistant roles:

In conjunction with other departmental administrators:

- Providing administrative services to Audit Partner, Director, managers and staff with formatting and printings audit reports, management letters, fee notes, proposals, EOIs, Engagement letters;
- Preparing monthly fee notes for ongoing Invoice projects;
- Providing administrative assistance on large client engagements;
- Compiling of information based on the key performance indicators and targets for discussion in monthly Audit meetings. Sending meeting request and organizing logistics prior to the meeting.
- Follow up on debtors on a continuous/weekly basis.
- Making travel arrangements, arranging visas, renewal of passports, banking, taking messages in their absence and/or referring to respective managers, setting up meetings and departmental/ leadership diary management.

#### Other roles:

- Debt collection
- Ensuring all Risk processes & procedures are followed during client engagements
- 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:

- Diploma in Management/Secretarial course/ Business Administration; and
- University degree in a relevant field will be an added advantage.
- Must have a **minimum of 4 - 6 years** of working experience.
- Experience in an accounting/ law firm, and/or corporation, will be an added advantage.
- Proficient in Microsoft Office applications including Word, Excel, and Access along with experience performing internet research.

### Personal attributes:

- Interpersonal Skills: Must be able to build strong relationships with people of diverse personalities.
- Global Behavioral Capabilities: strong demonstration of KPMGs global behaviors.
- Demonstrate and articulate KPMG values.
- Strong organizational skills and creativity: Be able to develop new simple approaches to problems.
- Communication Skills: Excellent communication skills both written & verbal presentations.
- Flexibility in prioritizing and completing tasks.
- Willingness to work under supervision and learn new skills quickly.
- Attention to detail; Have very good attention to detail.
- Pragmatic Problem-Solving Skills: Ability to handle and resolve unstructured problems and provide effective solutions.
- Personal and Professional Ethics: Must operate and practice within the professional code of conduct, look and act professional and be honest, with self and colleagues.
- Comfort interacting with C-level professionals.

### 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.
- Opportunity for international travel.

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

**Audit Administrator – Candidate's Summary.** Filling the link is mandatory for consideration alongside your application to [talentrecruit@kpmg.co.ke](mailto:talentrecruit@kpmg.co.ke) quoting ‘**Audit Administrator**’. This role will be shortlisted on a rolling basis.

Please note that only shortlisted candidates will be contacted.