

Job Title: Audit Manager

Employment Type: Full-Time

About the job:

Providing Audit services to a portfolio of diversified clients with major interest in Insurance. Overall management of Audit teams while ensuring that all work allocated is carried out profitably and on a timely basis in accordance with the firm's professional standards and to the satisfaction of clients and engagement partner. Further, to ensure that all staff are managed and developed to the maximum of their potential in order to assist in the development of their service line.

Duties and Responsibilities:

Markets:

- Actively be involved in the production and presentation of proposals for new markets
- Clear knowledge of the wide range of services provided by professional services firms and spots opportunities to educate clients of those services
- Organizes and attends office meetings and events, be aware of the wider range of services the firm offers and suggests innovative products to address the clients' needs
- Liaises with other departments heads/ partners to maximize market opportunities

Clients:

- Responsible for managing key client portfolio, building and maintaining good working relationships with all colleagues and clients
- Assists the audit partner and director in establishing audit objectives and overall scope
- Ensures key matters which arise during the audit which were not identified at the planning stage are properly assessed and dealt with timely
- Reviews the work of in-charge accountants and also of office specialists (tax, risk)
- Reviews audit work papers and audit files in a timely manner to ensure quality delivered
- Determines that all audit reports reflect the work performed, meet set reporting and auditing standards
- Finalizes draft report to management
- Remains updated to clients' business and is the key contact for day-to-day queries
- Follows through on any concerns regarding an audit assignment with the audit partner and manages to balance risks and commercial returns
- Adheres to the firm's risk management policies and procedures, including being familiar with and consulting the audit manual and advising junior staff on application of procedures

People:

- Plans and co-ordinates all aspects of audit planning, including staffing requirements
- Responsible for managing audit teams on specific assignments, with specific line management responsibility for a group of staff to ensure audit work is appropriately completed to satisfy audit objectives
- Drives quality checks to ensure quality deliverables
- Manages, motivates and coaches team members and provides feedback through regular communication and timely appraisal whilst being familiar with relevant training and development options
- Ability to manage/monitor teams working physically or virtually

Operations:

- Controls the audit in relation to timescales, budgets and risk management procedures
- Consistently achieves deadlines and understands the commercial implications of actions relating to productivity, recoverability, fee income and client service

- Accurately records time spent, documents reasons for overruns and agrees additional fees with the client
- Communicates workload with Director/Partner
- Ensures achievement of billing targets and collection of outstanding fees
- Ensures compliance with Grant Thornton and International Standards in the entire voyager file
- Handles client meetings along with the partner
- Reviews and approves budgets
- Prepares monthly reports and attend the monthly meeting with the partners
- Assist and perform any other duties and responsibilities bestowed upon by Director/Partner.

Qualification:

- A bachelor's degree from a recognized university in: Accounting/ Auditing/ Finance/ Economics/ Business Administration or any other related field
- A recognized accounting professional qualification such CPA(K)/ACCA or equivalent
- Thorough knowledge of International Financial Reporting Standards and International Auditing Standards.
- Deep knowledge and experience of IFRS and ISA
- 8+ years of experience with all phases of the Audit cycle with a recognized Auditing Firm
- 4+ years' experience as a manager of Insurance company audits is a **MUST**, demonstrating a progression of complexity, scope and number of engagements managed
- Experience and evidence of business development
- Demonstrated focus on quality and strong awareness and management of risk
- Good interpersonal and supervisory skills
- Ability to manage, motivate and lead capacity of work effectively within a team

Please send your CV to careers@ke.gt.com by **May 25, 2023** subject line **Audit Manager**

Only shortlisted candidates will be contacted