

Position : Audit Senior (3 positions) /Supervisor (1 position)
Application Deadline : December 15, 2023
Employment : Full time
Location : Kigali, Rwanda

Mazars in Rwanda serves a wide cross-section of clients in different sectors. Our service offering goes beyond our national borders into areas such as: East and Central Africa, the Horn of Africa, the Great Lakes Region, and other parts of Africa. We believe in recruiting/retaining sound professional staff and providing them with opportunities for growth in a stimulating and enabling work environment.

Position Description

The job holder will support the execution of audit fieldwork and ensure that assigned tasks are conducted efficiently, to meet the client expectations and Mazars standards. He/she will be responsible for the audit team and will supervise, motivate, and develop/train the team of junior audit staff.

The role requires the candidate to be commercially aware and able to demonstrate a sound knowledge of wider business factors, to enable them to understand and identify key audit risks and accounting issues and develop audit strategies and procedures in response to issues identified.

Key Responsibilities

Technical

- Execute and/or oversee audit planning, field work, and audit reporting; prepare reports, and communicate findings and recommendations to those charged with governance.
- Assist in developing budgets and timelines for audits; assigning staff; and tracking the progress of assignments.
- Comply with auditing and accounting standards, relevant laws and regulations, ethical standards, independence requirements and Mazars quality management procedures, while executing assignments and preparing audit files. Engagement files must be archived in not more than 21 days after the date of engagement report.
- Maintain clear communication channels with engagement team members on work status.

Managing and Supervisory

- Manage assigned portfolio of clients and deliver high quality audit and assurance services.
- Delegate and supervise audit staff and interns; define expectations and performance indicators.
- Foster collaborative working relationships with all employment levels of the firm

Building and Managing Client Relationships

- Act as a relationship manager to all clients to ensure excellent customer service management.
- Participate in business development such as proposal writing and expression of interests.
- Actively build business relationships that generate leads, identify opportunities for follow-on work and work with management to win the business.

Key Skills Requirements

- Over five (5) years working experience in a busy audit department for Supervisor and three (3) for seniors.
- Thorough knowledge of International Financial Reporting Standards and International Auditing Standards.
- Excellent time management and organisational skills and able to meet the targets on the given deadline.
- Ability to make the right decisions keeping in mind the impact it will have on the Firm's goals and objectives.
- Ability to review, direct and guide the audit staff and manage the workload to achieve maximum output.
- Excellent communication skills, both written and verbal.
- Effective interpersonal and relationship building skills.
- Ability and willingness to travel as and when required.
- Demonstrate commitment to self-development.

Qualification and Educational Requirements

- Bachelors' degree in a business-related field.
- CPA(R), CPA(K) or ACCA finalist, (additional professional qualifications will be an added advantage).
- Hands on experience in automated audit processes; computer-aided audit tools and MS Office tools.
- Experience in forensic audits; internal audits; and data analytics will be an added advantage.

Application Process

Please send your CV to contact@mazars.rw with the subject titled: '**Application for Audit Senior/Supervisor**'. Do not attach academic certificates or testimonials.

Only shortlisted candidates will be contacted. Mazars is an equal opportunity employer.