

## Audit Assistant at Reputable Company

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

#### The Role

The Audit assistant will provide support to the Audit department and the wider client facing team from time to time.

#### He/she will;

Collaborate with the audit team to work on various audit assignments.

Assist in preparation of the monthly accounts.

Assist in performing monthly bank reconciliations.

#### The Person

The individual should have good communication skills, flexible, presentable, team player and good interpersonal skills. He/she should also possess good work ethics, attention to detail and be a self-starter.

#### Requisite Qualifications

Computer literate and at least proficient in Ms office

Must be at least CPA Part 1

Must have undergone an internship program or at least a working experience in the same or related field.

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