

## **RECRUITMENT OF AUDIT STAFF**

### **A. Background**

MUDE & COMPANY is a Professional Services firm regulated by the Institute of Certified Public Accountants of Uganda providing accounting, audit, tax management and advisory services to various clients. As part of its growth strategy, highly motivated individuals are needed to fill the emerging vacancies.

In view of the above, applications are invited from suitably qualified individuals to fill the following vacancies.

- 1) Audit Supervisor (1 Post)
- 2) Audit Senior (2 Posts)
- 3) Audit Assistants (5 posts)
- 4) Receptionist (2 posts)

Details of the job descriptions, required qualifications, experience and key competences are provided below.

Applications including a cover letter, curriculum vitae, and copies of academic documents should be submitted by email to [recruitment@mudeandco.com](mailto:recruitment@mudeandco.com) or hand delivered at our office at Plot 1& 2 Kisozi Close, Kisozi Complex, Main Building, 3<sup>rd</sup> Floor Office 228, Nakasero Kampala.

**Deadline for submission** is 5:00 PM, on Wednesday 15th March 2023.

## **B: JOB DESCRIPTIONS**

### **1. Audit Supervisor**

#### **Role Description**

To undertake the day to day management of client assignments including work scheduling, workflows, Team supervision, Client Liaison and relationship management.

#### **Key Result Areas**

- To support client activities aimed at improving the customer experience at the store.
- To supervise the activities of the Audit Seniors and Assistants
- To ensure that all client Audit files are completed in accordance to audit standards. This will include, audit planning, obtaining and documenting audit evidence, follow-up of audit issues and resolution of Quality Assurance issues raised.
- To contribute to business development activities of the firm
- To prepare client reports

#### **Reporting**

- Reports to the Audit Manager
- Supervises the Audit Seniors and Assistants

#### **Qualifications and Experience**

- A University Degree from a recognized Institution is required.
- Part Qualification in ACCA, or CPA ( At least Certificate Level training)
- 3 years' experience in Audit obtained from a professional accounting firm regulated by ICPAU.

#### **Key competences**

- Very good computer skills
- Very good interpersonal skills
- Excellent communication skills
- Team Working skills

#### **Duty Station**

- Kampala with extended field stay.

## **2. Audit Senior**

### **Role Description**

To undertake the field work related to client assignments including documenting audit evidence, workflows, Team supervision, Client Liaison and relationship management.

### **Key Result Areas**

- Compilation of Audit Evidence as part of audit engagement team
- Lead in the Audit of specific Audit areas
- To supervise the activities of the Audit Assistants
- To ensure that all client Audit files are completed in accordance to audit standards. This will include, supporting audit planning, obtaining and documenting audit evidence, follow-up of audit issues and resolution of Quality Assurance issues raised.
- To contribute to business development activities of the firm
- To contribute to preparation of client reports

### **Reporting**

- Reports to the Audit Supervisor
- Supervises the Audit Assistants

### **Qualifications and Experience**

- A University Degree from a recognized Institution is required.
- Part Qualification in ACCA, or CPA ( At least Level 1 training)
- 2 years' experience in Audit obtained from a professional accounting firm regulated by ICPAU.

### **Key competences**

- Very good computer skills
- Very good interpersonal skills
- Excellent communication skills
- Team Working skills

### **Duty Station**

- Kampala with long term deployment to project sites

### **3. Audit Assistant**

#### **Role Description**

To undertake the day to day management of client assignments including work scheduling, workflows, Team supervision, Client Liaison and relationship management.

#### **Key Result Areas**

- Support in the conduct of audit tests and documentation of Audit evidence.
- Support preparation of Audit files in accordance to audit standards.
- To contribute to preparation of Audit reports including reviewing annual reports of clients and ensuring consistence with audited accounts
- Contribute to preparation of client reports

#### **Reporting**

- Reports to the Audit Senior

#### **Qualifications and Experience**

- A University Degree on from a recognized Institution or.
- Part Qualification in ACCA or CPA or
- Accounting Technician Certificate, Diploma in Business related areas with 2 years' experience in Audit obtained from a professional Accounting firm regulated by ICPAU.

#### **Key competences**

- Very good computer skills
- Very good interpersonal skills
- Excellent communication skills
- Team Working skills

#### **Duty Station**

- Kampala with extended stay in project areas