

EASTERN PRODUCE KENYA LIMITED is looking for a hardworking and result oriented individual to fill the following position:

POSITION: AUDIT ASSISTANT

REFERENCE: EPK-NANDI-21/02/2025/001

The candidate will be based at our **Nandi Hills Office**. His or her main role will be to carry out internal audits in all the group estates in an efficient, professional and effective manner.

Main task include:

- In line with the business objectives assist to identify risks and evaluate key controls
- Assist in the design and execution of operational audits to ensure adequacy and effectiveness of the internal control environment, compliance with Company policies and procedures, and identify opportunities for process improvements
- Develop preliminary findings and realistic recommendations to improve / enhance the internal control environment
- Work with management to develop acceptable solutions to address issues or gaps identified and follow-up with management to ensure remediation is implemented
- Prepare accurate, logical and detailed workpapers clearly describing the work performed, test results and conclusions reached
- Leverage insights and understanding of the Company in identifying risks and potential areas for audit
- Assist in testing the effectiveness of the Company's controls and work with management to ensure remediation is implemented for deficiencies identified
- Maintain an awareness of audit trends and "best practices"
- Perform other internal audit related duties as assigned
- Interact with Company management and key personnel to build / maintain ongoing business relationships by utilizing strong interpersonal and communication skills.

Job Specifications

- Bachelor's degree in accounting, finance or related business fields.
- In-progress Professional qualification either - CPA, CIA, ACCA, CISA
- 2-3 years relevant experience
- Knowledge of accounting/auditing principles and practices required.
- Demonstrates a dedication to skill enhancement and training.
- Maintains the highest levels of independence, objectivity and integrity.

If you meet the above requirements, please send your CV, cover letter and relevant certificates to the below email address indicating the position and reference above in the email subject by **7th March, 2025**.

Recruitment@easternproduce.co.ke

Please note only shortlisted candidates will be contacted.

Please note that EPK WILL NOT ask you to make any payment at any stage of the recruitment process