

About ABA Alliance

ABA Alliance is a Medium Sized Audit Firm with over 15 years in operation providing a wide range of audit, tax, and advisory services across various business sectors, local and international for both Profit and Non-Profit Organizations. ABA Alliance values integrity, respect to individuals, and relationship-building as essential factors in service delivery. These values position us very strategically in enhancing efficiency in our clients' business operations. Our approach to service delivery is characterized by professional competence and commitment upon which our reputation and image are built.

Senior Auditor: 1 – Post

Job brief

We are looking for a Senior Auditor to lead our auditing process. His/her role will be crucial in ensuring that our financial operations and controls adhere to quality assurance standards and are free from errors.

The Senior Auditor must be meticulous and analytical, with deep knowledge of auditing practices. We expect him/her to be reliable, with strong organizational skills, as well as expertise in risk management and compliance.

As a Senior Auditor, he/she will work as part of a team of problem solvers with extensive consulting and industry experience, helping our clients solve their complex business issues from strategy to execution.

Roles & Responsibilities

- Plan and oversee the auditing process
- Allocate responsibilities to assistant auditors
- Review team members' work for accuracy and compliance as well as ensuring the entire audit process is well documented in the Firm's CASEWARE Audit Tool
- Perform effective risk and control assessments
- Complete audits on time and submit reports for review by Audit Managers and Partners
- Present audit findings and find ways to increase compliance and efficiency
- Coordinate periodical audits
- Proactively assist in the management of multiple clients, while reporting to Engagement Managers and above
- Building and maintaining strong relationships with clients.
- Assist in the technical review of client prepared Financial Statements for compliance with IPSAS & IFRS requirements
- Prepare concise, well written deliverables using appropriate business and technical language
- Coaching and development of the team members reporting directly to you by taking responsibility for their career development

- Participates in project planning, administration and economics, e.g. budgeting, staffing, billing, and time analysis
- Be actively involved in business development activities to help identify opportunities on new/existing clients
- Keep up to date with local, national, business, and economic issues.

Qualification and Experience

- BCom/BSc/BA in Accounting or Finance or related field
- Relevant professional qualification (CPA/ACCA)
- At least **3 years of** experience in the external audit field (experience in external audits of Public Bodies is an added advantage)

Personal Qualities and Skills

The successful candidates should possess the following:

- Proven experience as an External Auditor and demonstrated ability to manage teams
- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Proficient in MS Office (especially Excel) as well as auditing and accounting software
- Attention to detail
- Organizational, Management, and leadership abilities
- Integrity and reliability
- Communication skills – written and spoken
- Report writing skills
- Project management skills
- Strong analytical/problem solving skills and the ability to evaluate a situation in a logical and methodological way
- Commercially astute approach to the management of all engagement
- Collaborative and enjoy working in an innovative environment
- Keen to build own industry profile by networking and thought leadership

Audit Interns: 4 – Post

Job brief

We are seeking enthusiastic Audit Interns to assist our auditing team. The ideal candidates should have a bachelor's degree in Accounting and or Finance Management, possess strong analytical skills, and demonstrate a keen interest in learning about auditing processes. Unexperienced CPA holders are also encouraged to apply

Key Responsibilities:

- **Assist in Audits:** Support the audit team in conducting financial and operational audits by gathering and organizing relevant documentation, performing basic audit tests, and following up on audit findings.
- **Data Analysis:** Analyze financial data to identify discrepancies, trends, and areas of concern, and prepare reports summarizing the results for review by senior auditors.
- **Testing Controls:** Assist in testing the effectiveness of internal controls by performing walkthrough tests, re-performing tasks, and documenting the results for review.
- **Prepare Work Papers:** Develop and maintain detailed work papers that clearly document audit procedures, findings, recommendations, and conclusions ensuring they are organized and easily accessible.
- **Communicate Findings:** Collaborate with team members to communicate findings and suggestions for improvements, both verbally and through written reports.
- **Assist in Risk Assessment:** Help the team in identifying and assessing potential risks within the organization and recommend corrective actions to mitigate these risks.
- **Learning and Development:** Actively participate in training sessions and seek opportunities for professional development to enhance your knowledge of auditing principles and practices.

Personal Qualities and Skills

- Basic understanding of auditing standards and procedures.
- Strong analytical and problem-solving skills.
- Attentive to details.
- Excellent communication and interpersonal skills.
- Integrity and reliability
- Proficiency in MS Office Suite.

Why Join ABA Alliance? – A conducive and collaborative work environment where your skills will be valued and your growth will be nurtured. Our team is made up of passionate professionals who are dedicated to achieving excellence in every engagement. We believe in investing in our employees' professional development. We offer ongoing training programs, workshops, and opportunities to attend industry conferences, keeping you at the forefront of auditing practices.

Apply now by sending your CV and certificates to: recruitment@aba-alliance.co.tz noting to quote position you are applying for in the subject of your email by or before **26 August 2024**.

Only shortlisted candidates will be contacted

ABA Alliance is an Equal Opportunity Employer hence all interested and qualified candidates are highly encouraged to apply.