



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)

CAREER OPPORTUNITY

The Institute of Certified Public Accountants of Kenya (ICPAK or Institute) is the statutory body of Accountants established in 1978 and draws its mandate from the Accountants Act No. 15 of 2008. It is also a member of the Pan African Federation of Accountants (PAFA) and the International Federation of Accountants (IFAC), the global Accountancy umbrella body.

Since 1978, ICPAK has been dedicated to development and regulation of the accountancy profession in Kenya so as to enhance its contribution and that of its members to national economic growth and development. In its endeavor on institutional strengthening, ICPAK is seeking to recruit dynamic, self-driven and results oriented individuals to fit in a team that will propel it to a World Class Professional Accountancy Institute.

1. MANAGER - COMPLIANCE AND AUDIT QUALITY MONITORING (GRADE 4) - JOB REF: ICPAK/RLC/1/2025

Job Summary:

Reporting to the Director – Regulation, Licensing and Compliance, the candidate will be responsible for the overall leadership, supervision, and coordination of the Audit Quality Monitoring and Assurance (AQA), and compliance and investigations functions. These include overseeing the planning and execution of audit quality reviews, ensuring compliance with international standards and relevant laws and regulations, and driving its strategic planning and implementation agenda.

This role is critical in ensuring that audit practitioners and firms maintain the highest standards of quality, ethics, and compliance in line with the requirements of the Institute and international best practices.

Key Responsibilities and Accountabilities (Duties)

- 1) Lead the development and implementation of the Audit Quality Assurance (AQA) framework, tools, and methodologies in line with ISAs, ISQMs, and the IESBA Code of Ethics (including Independence Standards).
- 2) Supervise and provide technical guidance to the audit review team in conducting firms' and practitioners audit quality reviews and follow-up actions.

- 3) Oversee and monitor compliance by members and firms with audit standards, professional codes, and regulatory requirements including adherence to licensing obligations.
- 4) Prepare reports with insights, risks, trends, and strategic recommendations to the Registration and Quality Assurance Committee.
- 5) Facilitate capacity building, workshops, and awareness campaigns on audit quality and ethics for members and stakeholders.
- 6) Collaborate with the investigations and enforcement teams to address violations and remedial actions.
- 7) Develop and oversee the implementation of the department's strategic and operational plans in alignment with the Institute's strategic objectives and also track performance against targets and provide periodic reports and dashboards to senior leadership.
- 8) Continuously review and recommend improvements to departmental policies and processes to align with emerging trends and best practices.
- 9) Ensure continuous improvement and automation of the compliance function for enhanced efficiency.

Person Specifications:

- 1) Be a citizen of Kenya.
- 2) Meet the requirements of Chapter Six of the Constitution.
- 3) Possess a Bachelor of Commerce degree or any other business-related degree from a recognized University, a Post-Graduate qualification will be an added advantage.
- 4) Professional qualifications: CPA or equivalent qualifications and a member of ICPAK in good standing.
- 5) Minimum relevant work experience of at least six (8) years in internal and/or external audit work in a reputable organization. Audit experience with the big and medium-tier audit firms is a distinct advantage.
- 6) Demonstrated experience in Audit Quality Reviews, Investigations and Compliance Checks is a must.
- 7) Certification in Forensics and Investigations such as Certified Fraud Examiner (CFE) is a distinct advantage.

Knowledge, Skills and Abilities

The following key attributes will be required:

Knowledge

- 1) Should be knowledgeable on all the subsets of the Accountancy profession including pertinent emerging issues within the profession and other related areas.
- 2) Must possess an excellent knowledge of International Financial Reporting Standards, International Public Sector Accounting Standards (IPSASs), Sustainability Reporting Standards, International Auditing Standards (IASs) and other professional standards
- 3) Knowledge and demonstratable experience in AQA and Compliance Checks and Investigations is a must.

Skills and Abilities

- 1) Good communication and negotiation skills with the ability to present and convey complex ideas clearly.
- 2) Be a self-driven team player.
- 3) Be of high moral character, integrity, and impartiality.
- 4) Proven high degree of professional competence.
- 5) Be a results-oriented leader.
- 6) Strategic thinker with the ability to effectively multitask and handle multiple concurrent assignments.

Interested candidates in the above job should email their application letter accompanied by a detailed CV in PDF format and testimonials clearly indicating their **current and expected salary** to the following email addresses: -MAQAC@icpak.com

2. MANAGER - REGISTRATION AND LICENSING (GRADE 4) - JOB REF: ICPAK/RLC/2/2025

Job Summary:

Reporting to the Director – Regulation, Licensing and Compliance, the candidate will will oversee the registration of members and the licensing of firms and practitioners, ensuring full compliance with the Accountants Act, 2008, relevant laws and regulations, and international standards. The role is responsible for ensuring integrity, efficiency, and accuracy in all registration and licensing processes while supporting the strategic growth of the profession.

Key Responsibilities and Accountabilities (Duties)

- 1) Lead the development and execution of the registration and licensing strategy, policies, and operational plans.
- 2) Oversee the registration of members, issuance of practicing certificates, and licensing of audit firms in line with the Accountants Act, 2008 and relevant laws and regulations.
- 3) Ensure continuous improvement and automation of the registration and licensing systems for enhanced efficiency and user experience.
- 4) Maintain accurate, up-to-date records and registers of members and licensed firms.
- 5) Implement a compliance monitoring framework to detect and address non-compliance and advise members on corrective measures.
- 6) Act as the primary point of contact for registration and licensing queries and issues from members, firms, and the public.
- 7) Build and maintain strong relationships with universities, regulators, professional bodies, and other stakeholders to support registration processes and membership growth.

- 8) Drive awareness campaigns and member education on the benefits and obligations of registration and licensing.
- 9) Prepare periodic reports on registration, licensing trends, compliance issues, and recommendations for continuous improvement.

Person Specifications:

- 1) Be a citizen of Kenya.
- 2) Meet the requirements of Chapter Six of the Constitution.
- 3) Possess a Bachelor of Commerce degree or any other business-related degree from a recognized University, a Post-Graduate qualification will be an added advantage.
- 4) Professional qualifications: CPA or equivalent qualifications and a member of ICPAK in good standing.
- 5) Minimum relevant work experience of at least six (8) years in internal and/or external audit work in a reputable organization. Audit experience with the big and medium-tier audit firms is a distinct advantage.
- 6) Demonstrated experience in Regulations and Compliance Checks is a must.

Knowledge, Skills and Abilities

The following key attributes will be required:

Knowledge

- 1) Should be knowledgeable on all the subsets of the Accountancy profession including pertinent emerging issues within the profession and other related areas.
- 2) Must possess an excellent knowledge of International Financial Reporting Standards, International Public Sector Accounting Standards (IPSASs), Sustainability Reporting Standards, International Auditing Standards (IASs) and other professional standards.
- 3) Knowledge and demonstratable experience in Regulation and Compliance Checks is a must.

Skills and Abilities

- 1) Good communication and negotiation skills with the ability to present and convey complex ideas clearly.
- 2) Be a self-driven team player.
- 3) Be of high moral character, integrity. and impartiality.
- 4) Proven high degree of professional competence.
- 5) Be a results-oriented leader.
- 6) Strategic thinker with the ability to effectively multitask and handle multiple concurrent assignments.

Interested candidates in the above job should email their application letter accompanied by a detailed CV in PDF format and testimonials clearly indicating their **current and expected salary** to the following email addresses: MLR@icpak.com

3. AUDIT QUALITY REVIEWER (GRADE 5) - JOB REF: ICPAK/RLC/3/2025

Job Summary

The role reports to Manager – Audit Quality Monitoring and Compliance and is responsible for the execution of Audit Quality Assurance (AQA) and compliance programs including investigations. The successful candidates will undertake periodic audit firm reviews and investigations to assess compliance with the International Standards on Auditing (ISAs), International Standard on Quality Management (ISQMs), the IFAC Code of Ethics, and relevant laws and regulations.

The position will also support capacity-building initiatives and the development of AQA and investigations frameworks and policies.

Key Responsibilities and Accountabilities (Duties)

- 1) Plan and carry out scheduled AQA reviews of audit firms and individual practitioners that include assessing audit files and documentations for compliance with ISAs, applicable laws, and ethical standards; evaluating the design and effectiveness of quality management systems implemented by practitioners under ISQMs and preparing comprehensive AQA reports with observations, findings, and recommendations for remedial action.
- 2) Monitor and report on the implementation of remedial actions by audit firms post-review.
- 3) Provide technical advice and guidance on auditing standards, quality control systems, and ethical practices and support the development and continuous improvement of audit quality assurance frameworks, manuals, and checklists.
- 4) Conduct training sessions, workshops, and stakeholder engagement forums on audit quality and regulatory compliance.
- 5) Receive and assess complaints related to professional misconduct, unethical behavior, and other breaches of the Accountants Act and other relevant Standards, laws and regulations by members.
- 6) Plan and conduct comprehensive investigations in accordance with established policies, procedures, and legal frameworks and prepare detailed investigation reports with factual findings, analysis, and appropriate recommendations.
- 7) Present findings and support disciplinary hearings through expert evidence and documentation.
- 8) Maintain an accurate, secure, and confidential case management system.
- 9) Liaise with external agencies such as law enforcement, regulatory authorities, and legal counsel where applicable.
- 10) Provide technical input to policy development, procedures, and manuals related to professional investigations and enforcement.

- 11) Track the implementation of disciplinary actions, including penalties, sanctions, and remedial training.
- 12) Promote awareness among members regarding professional ethics, legal obligations, and disciplinary procedures through training and sensitization forums.
- 13) Keep abreast of developments in legislation, international standards, and best practices in professional conduct investigations.

Person Specifications:

- 1) Be a citizen of Kenya.
- 2) Meet the requirements of Chapter Six of the Constitution.
- 3) Possess a Bachelor of Commerce degree or any other business-related degree from a recognized University, a Post-Graduate qualification will be an added advantage.
- 4) Minimum relevant work experience of at least six (6) years in internal and/or external audit work in a reputable organization. Audit experience with the big and medium-tier audit firms is an added advantage.
- 5) Professional qualifications: CPA or equivalent qualifications and a member of ICPAK in good standing.
- 6) Certification in Forensics and Investigations such as Certified Fraud Examiner (CFE) is a distinct advantage.

Knowledge, Skills and Abilities

The following key attributes will be required:

Knowledge

- 1) Should be knowledgeable on all the subsets of the Accountancy profession including pertinent emerging issues within the profession and other related areas.
- 2) Must possess an excellent knowledge of International Financial Reporting Standards, International Public Sector Accounting Standards (IPSASs), Sustainability Reporting Standards, International Auditing Standards (IASs) and other professional standards
- 3) Knowledge and demonstratable experience in AQA and Compliance Checks and Investigations is a must.

Skills and Abilities

- 1) Good communication and negotiation skills with the ability to present and convey complex ideas clearly.
- 2) Be a self-driven team player.
- 3) Be of high moral character, integrity, and impartiality
- 4) Proven high degree of professional competence.
- 5) Be a results-oriented leader.
- 6) Strategic thinker with the ability to effectively multitask and handle multiple concurrent assignments.

Interested candidates in the above job should email their application letter accompanied by a detailed CV in PDF format and testimonials clearly indicating their **current and expected salary** to the following email addresses: AQR@icpak.com

4. ANTI-MONEY LAUNDERING (AML) SPECIALIST (GRADE 5) - JOB REF: ICPAK/RLC/4/2025

Job Summary:

The role reports to Director – Regulation, Licensing and Compliance and will support the implementation and monitoring of anti-money laundering and counter-financing of terrorism (AML/CFT) compliance initiatives within the accountancy profession. The role includes reviewing member activities, conducting risk assessments, ensuring compliance with AML laws and regulations, and promoting awareness and capacity building among practitioners. This position is key in enhancing ICPAK's role as a supervisory body under Kenya's AML/CFT framework and in ensuring that members of the Institute uphold their obligations in preventing financial crime.

Key Responsibilities and Accountabilities (Duties)

- 1) Assist in the development and periodic review of AML/CFT policies, manuals, procedures, and guidelines for the use by ICPAK members and prepare and disseminate AML/CFT guidance notes, alerts, and publications to members.
- 2) Support the implementation of risk-based supervision frameworks in line with international AML/CFT standards (e.g., FATF recommendations) by conducting risk-based inspections, reviews, and assessments of members and audit firms to evaluate AML/CFT compliance.
- 3) Monitor and ensure member adherence to the Proceeds of Crime and Anti-Money Laundering Act (POCAMLA), related regulations, and ICPAK guidelines.
- 4) Organize and facilitate training, workshops, and awareness campaigns for members and stakeholders on AML/CFT obligations.
- 5) Liaise with other regulatory bodies and Financial Reporting Centre (FRC) on AML matters.

- 6) Support investigations into suspected breaches of AML/CFT laws and regulations.

Person Specifications:

- 1) Be a citizen of Kenya.
- 2) Meet the requirements of Chapter Six of the Constitution.
- 3) Possess a Bachelor of Commerce degree or any other business-related degree from a recognized University, a Post-Graduate qualification will be an added advantage.
- 4) Certification in Law, Criminology, or a related field is a distinct advantage.
- 5) Professional qualifications: CPA or equivalent qualifications and a member of ICPAK in good standing.
- 6) Certification in AML/CFT, forensic audit, compliance, or related areas is an added advantage.
- 7) Minimum relevant work experience of at least six (6) years in AML/CFT, compliance, forensic audit, or risk management.

Knowledge, Skills and Abilities

The following key attributes will be required:

Knowledge

- 1) Should be knowledgeable on all the subsets of the Accountancy profession including pertinent emerging issues within the profession and other related areas.
- 2) Strong Understanding of POCAMLA and its regulations, FATF recommendations and AML/CFT international standards and Regulatory and professional ethics frameworks is required.
- 3) Knowledge and demonstratable experience in Compliance Checks and/or Investigations is a must.

Skills and Abilities

- 1) Good communication and negotiation skills with the ability to present and convey complex ideas clearly
- 2) Be a self-driven team player
- 3) Be of high moral character, integrity. and impartiality
- 4) Proven high degree of professional competence
- 5) Be a results-oriented leader.
- 6) Strategic thinker with the ability to effectively multitask and handle multiple concurrent assignments.

Interested candidates in the above job should email their application letter accompanied by a detailed CV in PDF format and testimonials clearly indicating their **current and expected salary** to the following email addresses: AMLS@icpak.com

5. ASSISTANT MANAGER, HUMAN RESOURCE & ADMINISTRATION “RE-ADVERTISED” (GRADE 5) - JOB REF: AMHRA/001/4/2025

Job Summary:

The Assistant Manager will support the Head of Human Resource and Administration to oversee departmental functions and manage employees. The candidate shall implement and conduct on a timely basis HR processes and practices including but not limited to recruitment, hiring, orientation and training. Other responsibilities will include HR data management and reporting, supervision of staff in the department, co-ordination of HR activities, development of HR staff annual KPIs and performance appraisal.

Specific Duties and Responsibilities:

1. Prepare HR strategy including manpower planning and succession plans.
2. Resourcing; co-ordinate and support all aspects of the recruitment and selection process of staff through job description development, recruitment planning, advertising, shortlisting, selection and deployment.
3. Provide support to supervisors and staff to develop skills and capabilities of staff; analyze training needs in conjunction with line managers, plan and deliver training
4. Prepare annual HR budgets and procurement plans
5. Process HR data and payroll entries in a timely manner
6. Provide guidance to employees and management in regard to HR policies, practices and relevant employment law.
7. Rewards management, compensation and benefits administration
8. Implementation of Staff welfare, health and safety programmes
9. Enterprise Risk Management: undertake departmental HR audits, protect assets by establishing, monitoring and enforcing internal controls.

Person Specifications:

For appointment as the Assistant Manager – Human Resource and Administration, a person must possess the following qualifications:

1. Be a citizen of Kenya.
2. Meet the requirements of Chapter Six of the Constitution.
3. Bachelor’s degree in human resource management or relevant field with Postgraduate Diploma in HR
4. Master’s degree in human resource management or relevant field will be an added advantage.
5. Professional qualifications: CHRP certification
6. Member of IHRM in good standing
7. 5 years working experience with at least 4 years in a similar position.

Key Competencies and Personal attributes

The following key attributes will be required for the position.

1. Strong people skills
2. Human resource management
3. Performance review methods and techniques
4. Ability to work independently and effectively use time
5. An understanding of relevant legislation, policies and procedures
6. Be a self-driven team player.
7. Be of high moral character, integrity and impartiality.
8. Proven a high degree of professional competence, communication skills, fairness and good temperament.
9. Be a result-oriented leader.
10. Ability to work under pressure.

Interested candidates in the above job should email their application letter accompanied by a detailed CV in PDF format and testimonials clearly indicating their **current and expected salary** to the following email addresses: AMHRA@icpak.com

6. OFFICER SOFTWARE DEVELOPER (GRADE 6) - JOB REF: ICPAK/ICTSD/1/2025

Job Summary:

Reporting to the Head of ICT the Software developer supports the ICT Department in Development, Maintenance and Support of new systems or existing Systems.

Designs, builds, and tests applications, ensuring they meet user needs and function effectively as well as modifying software to fix errors, adapt it to new hardware, improve its performance, or upgrade interfaces.

The holder will also be involved in directing system testing and validation procedures and also working with customers or departments on technical issues.

Key Responsibilities

- 1) Develop system use cases and system design specifications.
- 2) Develop new or enhance existing systems components including internal and external integrations based on agreed requirements.
- 3) Develops standard and adhoc reports and data management scripts as requested.
- 4) Ensures that the approved coding standards are consistently applied in every component developed.
- 5) Conducts unit testing of developed components based on agreed quality criteria.
- 6) Prepare documentation (User manuals, technical manuals, deployment instructions, roll back instructions, Issue Logs etc) to ensure that they meet set quality criteria for each component.
- 7) Should be able to package the various components of the solutions being developed.
- 8) Participate in quality review and assurance tests for the system.

- 9) Adhere to change control procedures for the systems
- 10) Provide support for post deployment application issues
- 11) Fix systems issues reported through a controlled process.
- 12) Prepare progress status reports as guided.
- 13) Participate in monitoring the application and integrations.
- 14) Any assignment given as and when directed by the supervisor.

Technical Expertise, Skills and Abilities

- 1) Bachelor's degree in computer science, Information Technology or a related field.
- 2) A minimum of 5 years of experience in software development with Laravel Framework is mandatory.
- 3) At least 3 years of experience in customer support, customer success, or a similar role, supporting technical products
- 4) Working experience with Vue.js, Inertia.js, Livewire and Tailwind CSS and is motivated to learn more about the new web technologies in the Laravel ecosystem.
- 5) Familiarity with Ubuntu server management and debugging processes, especially working in a terminal environment.
- 6) Can develop web applications with clean code, paying attention to performance, security and maintainability.
- 7) Strong understanding of security best practices related to APIs and data privacy.
- 8) Solid understanding of web application hosting and infrastructure.
- 9) Proficiency in installing and troubleshooting technologies such as Nginx, DNS, SSL, Redis, Websockets and SSH.
- 10) Expert knowledge of relational databases (MySQL) and query optimization.
- 11) Version control experience (Git) and knowledge of CI/CD pipelines.
- 12) Skillful in writing Unit and Integration Tests
- 13) Enjoy facing new professional challenges and document solutions well
- 14) Openly share your technical knowledge – both with other developers and other stakeholders
- 15) Exceptional verbal and written communication skills, with the ability to convey complex ideas clearly and effectively.

Interested candidates in the above job should email their application letter accompanied by a detailed CV in PDF format and testimonials clearly indicating their **current and expected salary** to the following email addresses: softwaredev@icpak.com

7. ICT OFFICER (GRADE 7) - JOB REF: ICPAK/ICTO/2/2025

Job Summary:

Reporting to the Head of ICT, the ICT Officer supports the ICT Department in ICT support assignments, installation/configuration, operation, user training and maintenance of ICT systems and related infrastructure.

This role involves managing hardware, software, networks, and security systems, ensuring smooth day-to-day IT operations, and providing support to end users.

Key Responsibilities

1. Provide first level helpdesk support and problem resolution to all users with regard to all ICT related issues i.e. Systems hardware, software, networks, telephones etc.
2. Provide timely technical support, troubleshoot issues, train users, document system procedures, and improve data flow and system reliability.
3. Maintain an up-to-date inventory of ICT Assets Register/Inventory, ensuring all hardware is accounted for.
4. Operate and maintain system hardware and software, ensuring optimal performance and reliability.
5. Design, install, configure, and upgrade IT systems and servers to meet the organization's needs.
6. Maintain, upgrade, and administer antivirus software to safeguard the organization's network from viruses and other threats.
7. Design and implement efficient preventive maintenance schedules for servers, network and personal computer equipment.
8. Ensure backup of user files and assisting users with these backup processes and recovery of backed up data in case of data loss.
9. Prepare technical specifications and participate in evaluations for the procurement of software and hardware equipment.
10. Update the website regularly
11. To perform any other lawful duties as may be assigned by the supervisor.

Technical Expertise, Skills and Abilities

- 1) Relevant Degree in ICT such Information Technology, Computer Science etc
- 2) Professional Certification will be an added advantage.
- 3) At least 3 years' working experience working in a busy ICT Environment
- 4) Knowledge of Microsoft office 365 packages, Windows 10, Windows 11, Mac OS and Windows Server operating systems
- 5) Recognize the function of network infrastructure such as routers and switches.
- 6) Expert user of the majority of desktop applications
- 7) Ability to support Wide Area Network and client/server-based applications.
- 8) Understand the basic principles of structured cabling and the practicalities of connecting network devices.
- 9) Demonstrated a high level of professional competence and outstanding management qualities in computerized information systems.

- 10)Excellent organizational skills and ability to work in a fast-paced environment.
- 11)Ability to prioritize and manage multiple tasks simultaneously.
- 12)Excellent communication skills

Interested candidates in the above job should email their application letter accompanied by a detailed CV in PDF format and testimonials clearly indicating their **current and expected salary** to the following email addresses: officerict@icpak.com

TERMS OF SERVICE FOR THE ROLES

The successful candidates will be appointed on a permanent basis in line with the Institute's Human Resource Policy. A competitive remuneration package will be offered in line with the terms of service for ICPAK Staff.

HOW TO APPLY FOR THESE ROLES

For more information and full Job Descriptions of the above jobs please visit our website: <https://www.icpak.com/careers/>

Applications should be received on or before the close of business on Monday, 16th May 2025.

ICPAK is an equal opportunity employer, and qualified applicants from all backgrounds are encouraged to apply.

Successful candidates will be required to satisfy the following requirements of Chapter Six (6) of the Constitution of Kenya 2010:

- Police Clearance Certificate from the Directorate of Criminal Investigations
- Tax Compliance Certificate from the Kenya Revenue Authority.
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission Clearance

Only shortlisted candidates will be contacted.