

Accountant

We're Hiring! Accountant

Adamjee Auditors, a leading audit, tax, and advisory firm, is looking for a detail-oriented and reliable Accountant to join our Nairobi office.

If you have a strong understanding of accounting principles, enjoy working with financial data, and are committed to maintaining accurate financial records and meeting deadlines, this could be your next career opportunity.

Key Responsibilities:

- ◆ Maintain and update the general ledger, ensuring accuracy and completeness of financial records
- ◆ Process accounts payable and receivable, including invoicing, payments, and reconciliations
- ◆ Prepare monthly, quarterly, and annual financial statements and reports
- ◆ Perform bank reconciliations and monitor cash flow
- ◆ Assist in the preparation of budgets and financial forecasts
- ◆ Ensure compliance with applicable tax regulations, including timely filing of statutory returns
- ◆ Support internal and external audit processes by providing required documentation
- ◆ Maintain proper filing and documentation of financial records
- ◆ Identify and resolve discrepancies in financial data

Qualifications & Experience:

- ◆ Bachelor's degree in Accounting, Finance, or a related field
- ◆ Professional qualification such as CPA (K) or equivalent, fully or partially qualified
- ◆ 2–3 years' experience in an accounting role
- ◆ Good knowledge of accounting standards, tax regulations, and financial reporting requirements
- ◆ Proficiency in accounting software such as QuickBooks, Sage, or similar
- ◆ Proficiency in Microsoft Office applications, particularly Excel
- ◆ Strong numerical and analytical skills

Key Competencies:

- ◆ Strong attention to detail and accuracy
- ◆ Ability to work independently and meet deadlines
- ◆ Strong organizational and time management skills
- ◆ Professional integrity and confidentiality
- ◆ Good communication and interpersonal skills

Why Join Adamjee Auditors?

- ✓ Be part of a respected, well-established professional services firm
- ✓ Work in a dynamic and supportive environment
- ✓ Opportunity for professional development and career growth
- ✓ Gain exposure to diverse clients and industries
- ✓ Contribute to a culture of excellence, integrity, and teamwork



Location: Nairobi, Kenya



Application Deadline: 28th August 2026

How to Apply:

Send your CV to careers@adamjeeauditors.co.ke

Only shortlisted candidates will be contacted.

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Auditor

We're Hiring! Auditor

Adamjee Auditors, a leading audit, tax, and advisory firm, is looking for a detail-oriented and experienced Auditor to join our Nairobi office.

If you are passionate about delivering high-quality audit work, enjoy working with diverse clients, and have a strong eye for detail and professional judgment, this could be your next career opportunity.

Key Responsibilities:

- ♦ Plan and execute audit assignments for a portfolio of clients
- ♦ Prepare and review audit working papers and supporting documentation
- ♦ Conduct risk assessments and evaluate internal controls
- ♦ Prepare draft financial statements in accordance with applicable accounting standards
- ♦ Assist in preparing audit reports and management letters
- ♦ Liaise with clients to obtain required documentation and resolve audit queries
- ♦ Ensure audit assignments are completed within agreed timelines
- ♦ Ensure compliance with applicable auditing standards and regulatory requirements

Qualifications & Experience:

- ♦ Bachelor's degree in Accounting, Finance, or a related field
- ♦ Professional qualification such as CPA (K) or ACCA, fully or partially qualified
- ♦ 2–3 years' experience in audit, preferably within an audit firm
- ♦ Good knowledge of auditing standards and financial reporting requirements

- ♦ Strong analytical and problem-solving skills
- ♦ Proficiency in accounting software and Microsoft Office applications
- ♦ Excellent communication and organizational skills

Key Competencies:

- ♦ Strong attention to detail and accuracy
- ♦ Ability to work independently and as part of a team
- ♦ Strong time management and ability to meet deadlines
- ♦ Professional integrity and confidentiality

Why Join Adamjee Auditors?

- ✓ Be part of a respected, well-established professional services firm
- ✓ Work in a dynamic and supportive environment
- ✓ Opportunity for professional development and career growth
- ✓ Gain exposure to diverse clients and industries
- ✓ Contribute to a culture of excellence, integrity, and teamwork

 Location: Nairobi, Kenya

 Application Deadline: 28th August 2026

How to Apply:

Send your CV to careers@adamjeeauditors.co.ke

Only shortlisted candidates will be contacted.

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Business Development Executive

We're Hiring! Business Development Executive

Adamjee Auditors, a leading audit, tax, and advisory firm, is looking for a creative, proactive, and results-oriented Business Development Executive to join our Nairobi office.

If you enjoy building relationships, identifying new business opportunities, developing compelling proposals, and creating engaging marketing content, this could be your next career opportunity.

Key Responsibilities:

- ◆ Identify and develop new business opportunities and potential clients
- ◆ Build and maintain relationships with existing and prospective clients
- ◆ Prepare proposals, quotations, presentations, and tender documents
- ◆ Respond to client enquiries and follow up on leads and submitted proposals
- ◆ Manage the Company's social media platforms, including content planning, creation, posting, and engagement
- ◆ Create engaging marketing content and promotional materials for digital platforms
- ◆ Design professional graphics and marketing materials for the Company's campaigns and social media
- ◆ Support client meetings, presentations, and other business development activities
- ◆ Monitor market trends and identify opportunities for business growth

Requirements:

Requirements:

- ◆ Bachelor's degree in Business Administration, Marketing, Communications, Public Relations, or a related field.
- ◆ 2–3 years' experience in business development, sales, marketing, client relations, or a related role
- ◆ Excellent communication, negotiation, and client relationship skills
- ◆ Experience in preparing proposals and quotations
- ◆ Strong graphic design and social media management skills
- ◆ Proficiency in Canva, Adobe Creative Suite, or similar design tools
- ◆ Creative, proactive, and results-oriented
- ◆ Strong organisational and time-management skills

Why Join Adamjee Auditors?

- ✓ Be part of a respected, well-established professional services firm
- ✓ Work across business development, marketing, and client engagement
- ✓ Opportunity for professional development and career growth
- ✓ Work with diverse clients and industries
- ✓ Contribute to the growth and visibility of a growing professional services firm

📍 Location: Nairobi, Kenya

📅 Application Deadline: 31st August 2026

How to Apply:

Interested candidates should send their CV and portfolio of previous work/designs to careers@adamjeeauditors.co.ke

Only shortlisted candidates will be contacted.

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