



## **BAKER TILLY MERALIS CPA LTD**

*An Independent member of Baker Tilly international*

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### **CALL FOR JOB APPLICATION FOR AUDIT MANAGER**

#### **1. About Baker Tilly**

Baker Tilly is a leading global network of assurance, tax, and advisory firms. We provide audit, assurance, tax, and business advisory services to clients across banking, NGOs, public sector, corporates, and donor-funded projects. All work is delivered in line with IFAC, ISA, and Baker Tilly global quality standards.

#### **2. Job title:**

Audit Manager

#### **3. Role purpose**

To manage a portfolio of audit engagements end-to-end, ensuring delivery of high-quality audits within budget and deadlines. The Audit Manager is responsible for client relationship management, technical review, file review and closure, team leadership, and risk management in compliance with ISA and firm policies.

#### **4. Key responsibilities**

##### **1) Engagement Management**

- Plan, budget, and oversee multiple audit engagements simultaneously.
- Conduct risk assessment, design audit strategy, and approve audit plans.
- Review financial statements, disclosures, and audit reports for accuracy and compliance.
- Resolve complex accounting, auditing, and reporting issues in consultation with the Partner.
- Ensure timely completion of engagements and adherence to quality control procedures.

##### **2) Review & Quality Control**

- Perform detailed technical review of working papers prepared by Senior Auditors and Assistant Auditors.
- Ensure audit evidence is sufficient, appropriate, and documented per ISA 230 and Baker Tilly Quality Control Review policies.
- Clear review notes, resolve technical issues, and sign off on assigned sections.
- Conduct pre-issuance reviews and ensure compliance with independence and ethics requirements.
- Address findings from internal and external quality reviews.

##### **3) Filing & Documentation**

- Oversee finalization, indexing, and archival of audit files in the electronic audit system.
- Ensure completeness of permanent and current files, including engagement letters, planning memos, confirmations, and signed reports.
- Perform final file closure checklist and prepare files for external inspections.
- Enforce client confidentiality and data security standards in line with Baker Tilly policy.

##### **4) Client Relationship Management**

- Act as primary client contacts for assigned portfolio.
- Manage client expectations, communicate findings, and present results to management and Audit Committees.
- Identify client needs and support business development by identifying cross-selling opportunities.

## **5) Team Leadership & Development**

- Supervise, coach, and evaluate Senior Auditors, Assistant Auditors and Interns.
- Allocate resources and manage workloads to optimize team performance.
- Conduct on-the-job training and performance reviews.

## **6) Deliverables**

- Approved audit plans, budgets, and completion reports for each engagement.
- Signed-off reviewed working papers and audit files meeting quality standards.
- Finalized and archived electronic audit files within required timelines.
- Final audit reports, management letters, and client presentations.
- Team performance evaluations and training records.
- Business development proposals and client feedback reports.

## **5. Qualifications, experience & technical skills**

- Minimum bachelor's degree in accounting, finance, or related field.
- Professional qualification mandatory: CPA, ACCA, CA, or equivalent.
- Membership in good standing with relevant professional body.
- Minimum 6-8 years' post-qualification experience in external audit.
- Minimum 2 years' experience as Manager or Senior Manager in an audit firm.
- Proven experience managing audits for SMEs, listed entities, NGOs, and donor-funded projects.
- Exposure to IT audit software (CaseWare, TeamMate, CCH, AudITech, etc.), forensic, and internal control reviews
- Exposure to Accounting Software (ERP/Accounting Systems: SAP S/4HANA, Oracle Financials, Microsoft Dynamics 365, Sage Intacct/300, QuickBooks Enterprise, Xero, Tally, Odoo, NAVISION, etc.)
- Experience with data Analytics & Visualization: Advanced Excel [Power Query, Macros], Power BI, IDEA, ACL Analytics, Alteryx, AI, etc.
- Strong experience with Tax/company laws, Compliance and tax filing: Tax & Compliance Portals: iTax, TaxPro Max, TIMS, and other local tax/government systems as applicable.
- Documentation skills using SharePoint, DocuSign, Baker Tilly audit platform, etc

## **6. Key Competencies**

- Strong technical accounting and auditing expertise.
- Review and quality control mindset with attention to detail.
- Leadership, coaching, and people management skills.
- Client relationship and business development skills.
- Project and budget management.
- Analytical thinking, problem-solving, and professional skepticism.
- High ethical standards and communication skills.
- Fluent in English, both written and spoken. Candidates who are fluent in French will have an advantage.

## **7. Reporting line**

Reports to: Audit Partner

Manages: Consultants, Senior Auditors, Audit Assistants, and Interns

Location: Baker Tilly Office

Contract: Full-time

## **8. What we offer**

- Competitive salary and performance-based bonus.
- Profit-sharing and partnership track for high performers.
- Access to Baker Tilly global training, technical resources, and international secondment.
- Collaborative, inclusive work environment.

## **9. Application process**

Interested candidates should submit:

- Cover letter outlining relevant experience, management approach, and language skills.
- Updated CV with professional referees.
- Copies of academic degrees, transcripts, and professional certificates.
- Statement of software proficiency and client portfolio.

Email to: [rwanda@bakertilly.ke](mailto:rwanda@bakertilly.ke)

Subject: Application – Audit Manager

Closing Date: 31 May 2026

Baker Tilly is an equal opportunity employer committed to diversity and inclusion. Only shortlisted candidates will be contacted.

Kigali, 18 May 2026

**The Management**