



AA KENYA JOB OPPROTUNITIES.

AA Kenya is a distinguished motoring organization affiliated with the Federation Internationale de l'Automobile (FIA). With a rich history spanning over 106 years, the organization has been instrumental in shaping the automobile industry in Kenya.

AA Kenya is committed to delivering world-class mobility solutions to its members and the public. Its services include comprehensive driver training programs, issuance of International Driving Permits, Car Passports, vehicle inspection and valuation, technical training courses, and road rescue services. Additionally, the organization provides Driver Assessments and offers a variety of other mobility-related solutions to meet the diverse needs of motorists.

AA Kenya wishes to recruit highly talented, motivated and forward-thinking individuals to fill the following positions;

1. Internal Audit, Risk and Compliance Officer

Job Summary.

Reporting to the Head of Internal Audit, Risk and Compliance Officer, the position holder will be responsible for providing assurance as to the adequacy, efficiency and effectiveness of the Company's internal controls pursuant to the AAK's Audit Plan.

Minimum job requirements:

For appointment to this position, one must possess.

- A bachelor's degree in a Business-related Course.
- Certified Public Accountants (CPA)- Finalist.
- Professional membership of ICPAK/ISACA/IIA
- A minimum of two (2) years' Experience in Internal Audit, Risk Management and Compliance.
- Experience in Developing, Implementing or Maintaining Quality Management Systems.

Desired Skills and Competencies.

- Skilled MS Office Practitioner (demonstrating high level of knowledge in Excel).
- Have attention to detail and being able to analyze and interpret data and present information in a clear and logical manner.

- Ability to keep up to date with legislative and regulatory changes.

2. Internal Audit and Compliance Interns

Job Summary.

The position holder(s) will assist in providing assurance on the adequacy, efficiency and effectiveness of internal controls in line with the Company's Audit Plan. This role offers hands-on exposure to internal audit, risk management, compliance, and quality management systems.

Minimum job requirements:

For appointment to this position, one must possess.

- A bachelor's degree in a Business-related Course.
- Certified Public Accountants (CPA)- A minimum of CPA Section 4.
- Proficiency in MS Office, particularly Excel.
- Strong analytical skills with attention to detail.
- Ability to interpret data and present information clearly.
- Willingness to learn and keep up to date with regulatory and legislative changes.
- High level of integrity and professionalism.

3. Accountant

Job Summary.

This role involves preparing financial statements, managing general ledger accounts, assisting with internal and external audits, performing key reconciliation tasks, statutory accounts preparation, and supporting budgeting processes and business forecast plans.

Minimum job requirements:

For appointment to this position, one must possess.

- Qualified accountant – CPA(K).
- A bachelor's degree in accounting, finance or a related field
- At least three (3) years of substantial accounting experience in a busy, progressive and tightly managed financial reporting environment including: monthly reporting, budget preparation, reconciliations, business forecasting and statutory accounting.
- Demonstrate a high degree of professional competence in financial matters and administrative capability.
- Extensive experience of computerized accounting systems, preferably NAVISION, including report writing.
- Familiarity with International financial reporting standards and generally accepted accounting principles.

4. Accounts Intern

Job Summary

The company is seeking an enthusiastic and detail-oriented Accounts Intern to support the Finance Department. The intern will assist in maintaining accurate financial records, preparing reports, supporting audit processes, and contributing to budgeting and forecasting activities.

Minimum job requirements:

For appointment to this position, one must possess.

- Bachelor's degree in accounting, finance, or a related field.
- CPA (Student / Part II).
- Basic understanding of accounting principles and financial reporting.
- Proficiency in MS Office, especially Excel.

Desired Skills and Competencies

- High level of accuracy and attention to detail.
- Strong numerical and analytical skills.
- Ability to work in a structured and fast-paced environment.
- Willingness to learn and adapt to new accounting systems (NAVISION experience is an added advantage)
- Good communication and organizational skills.
- High standards of integrity and professionalism.

5. Technical Training Officer

Minimum job requirements:

For appointment to this position, one must possess.

- Diploma in Automotive Engineering.
- Diploma in Technical Training
- Minimum 3 years' experience in technical training.

Desired Skills and Competencies

- Conversant with PowerPoint presentations and modern ways of delivering training.
- Computer Proficient.
- Creative and innovative.
- Ability to work with minimum supervision.
- Research and development skills.
- Excellent presentation and communication skill.

6. Credit Manager

Job Summary.

Reporting to the Finance Director, the Credit Manager will be responsible for overseeing the Company's credit management function, ensuring effective credit risk assessment, timely debt collection, and compliance with internal policies and regulatory requirements. The role will safeguard the Company's revenue by maintaining an optimal balance between risk control and business growth.

Minimum job requirements:

For appointment to this position, one must possess.

- A Bachelor's degree in Finance, Accounting, Business Administration, Economics, or a related field.
- Certified Public Accountant (CPA-K) Finalist/Completed.
- Professional membership with ICPAK or relevant professional body.
- A minimum of three (3) years' experience in credit management, debt collection, or financial analysis.
- Experience in developing and implementing credit control policies and procedures.
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Desired Skills and Competencies

- Strong analytical and financial risk assessment skills.
- Proficiency in MS Office (advanced Excel skills required).
- Excellent negotiation and debt recovery skills.
- High level of integrity and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work under pressure and meet strict deadlines.
- Sound understanding of relevant financial and regulatory frameworks.

7. Debt Collection Agent

Reporting to the Credit Manager, the Debt Collection Agent will be responsible for ensuring timely recovery of outstanding debts, maintaining accurate debtor records, and supporting the Company's credit control function in minimizing financial risk while maintaining positive client relationships.

Minimum job requirements:

For appointment to this position, one must possess.

- A Diploma or Bachelor's degree in Business Administration, Finance, Accounting, or a related field.
- CPA (Part II) or equivalent accounting qualification will be an added advantage.
- A minimum of two (2) years' experience in debt collection, credit control, or accounts receivable management.
- Experience in customer service and handling difficult negotiations.

Desired Skills and Competencies

- Strong negotiation and persuasion skills.

- Excellent communication and interpersonal skills.
- High level of integrity and professionalism.
- Good analytical skills and attention to detail.
- Proficiency in MS Office applications.
- Ability to work under pressure and meet collection targets.
- Good understanding of credit control processes and customer management.

8. Motor Vehicle Inspection and Valuation Officer

Reporting to the Operations Manager, the Motor Vehicle Inspection and Valuation Officer will be responsible for conducting motor vehicle inspections, assessing vehicle condition, and determining accurate market values in line with Company policies, industry standards, and regulatory requirements. The role ensures professional, objective, and timely inspection services to support underwriting, claims, and valuation processes.

Minimum job requirements:

For appointment to this position, one must possess.

- A Diploma or Bachelor's degree in Automotive Engineering, Mechanical Engineering, or a related technical field.
- Certification in Motor Vehicle Inspection and/or Automotive Diagnostics from a recognized institution.
- A minimum of three (3) years' relevant experience in motor vehicle inspection, valuation, or automotive assessment.
- Valid driving license (Class B or above).
- Membership to a relevant professional body (where applicable) will be an added advantage.

Desired Skills and Competencies

- Strong technical knowledge of motor vehicle systems and diagnostics.
- Good analytical and report writing skills.
- High level of integrity and objectivity.
- Attention to detail and accuracy.
- Proficiency in MS Office applications.
- Good communication and interpersonal skills.
- Ability to work independently and manage multiple inspections efficiently.

9. Direct Sales Representative

Job Summary

The Direct Sales Representative will be responsible for driving revenue growth through direct client acquisition, promoting the Company's products and services, and maintaining strong customer relationships. The role focuses on achieving sales targets, expanding market presence, and delivering excellent customer experience.

Minimum job requirements:

For appointment to this position, one must possess.

- A Diploma or Bachelor's degree in Sales & Marketing, Business Administration, or a related field.
- A minimum of one (1) years' experience in direct sales, marketing, or business development.
- Proven track record of meeting or exceeding sales targets.

Desired Skills and Competencies

- Strong sales, negotiation, and persuasion skills.
- Excellent communication and interpersonal skills.
- Results-oriented with strong drive and self-motivation.
- Customer-focused with good relationship management skills.
- Ability to work independently and under minimal supervision.
- High level of integrity and professionalism.

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