



(Junior) Consultant – Business Support in Audit

Would you like to help ensure that our auditors have the best possible foundation for delivering high-quality work to our clients? And are you motivated by combining structure, service and process development?

We are looking for an engaged and structured Junior Consultant/Consultant to join our Business Support team, which supports the audit business and ensures that the administrative and regulatory processes surrounding our clients and engagements run efficiently.

About the role

As a Junior consultant/consultant, you will play an important role in providing day-to-day support to our auditors and will take responsibility for your own areas and recurring deliverables.

Your responsibilities will include client and engagement approvals, where you ensure that relevant regulatory, internal and formal requirements are met. In addition, you will work with client and engagement administration, data maintenance, invoicing and other support activities for the audit business.

The role also has a focus on development. You will have the opportunity to manage and optimize existing processes, identify areas for improvement and contribute to creating more efficient and structured ways of working.

Your key responsibilities will include:

- Handling client and engagement approvals in accordance with applicable requirements.
- Client and engagement administration and data maintenance.
- Invoicing and other administrative tasks.

- Providing day-to-day support and working closely with our auditors.
- Managing your own processes, areas of responsibility, and recurring deliverables.
- Developing and improving workflows and processes.
- Ensuring high data quality and quality in our deliverables.

About you

You are structured, responsible and have an eye for both details and the bigger picture. You enjoy working with a broad range of stakeholders and are motivated by providing professional service, while also challenging existing ways of working and identifying smarter solutions.

You are comfortable managing your own tasks, while also being someone who works well with others and consistently contributes to the team and a positive working environment.

We imagine that you:

- A relevant degree in business administration, finance or economics, or experience from an administrative, coordinating or support role, is considered an advantage but is not a requirement.
- Have solid organizational skills and a quality-focused mindset.
- Have good communication skills in English.
- Are comfortable working with and able to adapt to new systems.
- Have an interest in processes, data and efficiency improvements.

Apply now

We are interested in hearing from you, so please feel free to contact Senior Consultant, Caroline Damsgård Porse at caporse@kpmg.com if you have any questions or would like to hear more.

We accept applications and interview candidates on a rolling basis and will close the position once we have found the right candidate.

Please note that we do not accept applications by e-mail to ensure GDPR compliance.

At KPMG, we are committed to developing diverse talent at all levels. We encourage all interested candidates to apply, regardless of age, race, gender identity, sexual orientation, disability, religion or ethnicity.

We look forward to welcoming you to KPMG.

KPMG

København, 1050
København
kpmg.com/dk/da

Ansøgningsfrist

31. oktober 2026
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Kontaktperson

Caroline Damsgård
Porse
caporse@kpmg.com