



Job Ref. No. **HRJIC492**

Position: **Premium Administration Officer**

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa in 1937. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for the position of a **Premium Administration Officer**. The role reports to the **Premium Administration Manager**, in Life & Pensions Business and the position will be based in Nairobi.

Role Purpose

The role is responsible for premium collection, premium allocation, reconciliation and relationship building with the collection partners.

Responsibilities:

1. Ensure new Direct Debit Authority (DDA) Mandates are accurately maintained in the system and launched to the various banks within the required time
2. Communicate Direct Debit Authority (DDA) rejections to clients and agents within the required time
3. Ensure that premium collection are done efficiently and within the agreed deadlines
4. Respond to all customer queries within the agreed timelines
5. Build relationships with key contact people
6. Receipt all County scheme payments received in our bank account within the required time
7. Follow up on any outstanding schedules from the county schemes
8. Liaise with Treasury and other business lines to clear any outstanding payments in the bank account
9. Liaise with agents/clients where necessary to clear/receipt outstanding payments in the bank account
10. Issuing stop orders for all non – active policies whose premiums are not expected
11. Daily reporting and reconciliation of all bank account statements for the life accounts

Functional Skills

1. Analytical skills
2. Detail oriented
3. Team work
4. Confidentiality
5. Results Driven
6. Remains calm under pressure
7. Proficiency in excel & reconciliation

Qualifications

1. Bachelor degree preferably in accounting/ Finance/ Actuarial or related field

Relevant Experience

Minimum of one (1) year experience in Life Premium Administration, Finance, Operations

Applications to be sent to Recruitment@jubileekenya.com quoting the Job Reference Number and Designation given above before 17th March 2019
Only shortlisted candidates will be contacted.