



Job Ref. No. **HRJIC593**

Position: **Senior Accountant, General Business**

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. 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 **Senior Accountant, Jubilee General Insurance Limited (JGIL)**. The position holder will report to the **Chief Financial Officer, JGIL** and will be based at Head Office in Nairobi.

Role Purpose

To provide management of the finance team, manage the processes for financial forecasting and budgets and overseeing the preparation of all financial reporting. The role holder will also advise on long-term business and financial planning.

Main Responsibilities

Financial Roles & Responsibilities:

1. Assist in the execution of the finance agenda for the company in areas of financial reporting, tax and regulatory reporting.
2. Oversee the timely completion of period end closure processes with accurate monthly, quarterly and annual reporting. Also, preparation of a detailed analysis and explanations of variances.
3. Ensuring data integrity of the financial application and ensuring the transactions agree with the core operating systems. Validation of balance sheet accounts and ensuring they are analyzed and can be supported.
4. Develop and lead a high performing and results oriented finance team that completes tasks on time and to the highest quality. Develop an effective annual training plan for the finance team.
5. Provide financial stewardship and ensure integrity of fiscal data, accounting practice, financial analysis, investments and funding.
6. Ensure systems and processes are functioning as required, have adequate and effective internal controls implemented, work effectively, minimize and detect fraudulent activity in all lines of business.
7. Ensure compliance with all regulatory and financial requirements.
8. Provide accurate, timely and relevant financial information and data to support the CEO and department heads in decision making.
9. Assist in the preparation of Board papers and provide relevant advice to the Business on financial and compliance matters.
10. Lead and manage the preparation of annual budgets and 5-year projections.

11. Liaise with auditors, actuary and tax advisors and manage timely audit of final accounts.
12. Identify, implement and benchmark best practices in all the above highlighted areas.

Leadership & People Management:

1. Assist in developing and coordinating an appropriate training plan for all employees in the Finance department
2. Carry out any other duties as may be required from time to time for efficiency and effectiveness.

Key Competencies

1. Team leadership
2. Financial Planning & strategy
3. Entrepreneurial Spirit
4. Industry awareness
5. Passion for Customer Service excellence
6. Promote process improvement
7. Ownership & Commitment
8. Forecasting
9. Results driven
10. Attention to detail
11. Excellent interpersonal and communication skills
12. Developing budgets
13. Dealing with complexity

Functional Skills

1. Performance reporting and financial management.
2. Strong technical Skills
3. People management skills
4. Strong understanding of application of reinsurance
5. New ideas generation

Qualifications

1. Bachelor of Commerce degree from a reputable university
2. CPA (K) or its equivalent
3. MBA or Masters' degree will be added advantage

Relevant Experience

Minimum of 5 years progressive financial experience

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 21st September 2020.

Only shortlisted candidates will be contacted.