



Job Ref. No. **HRJIC596**

Position: **Assistant Credit Controller**

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 **Assistant Credit Controller, Jubilee Health Insurance Limited (JHIL)**. The position holder will report to the **Credit Controller** and will be based at Head Office in Nairobi.

Role Purpose

To ensure that all payments are made as per agreed timelines with 100% accuracy

Main Responsibilities

Financial Controls

- 1) Ensure agents' commissions and overrides are paid. Also ensure timely communication and release of commission statements
- 2) Ensure WHT taxes are paid within the KRA timelines.
- 3) Respond to commission queries within 24 hours
- 4) Ensure that refunds and WHT are paid as per guidelines
- 5) Confirm the premium payment position for all clients, launching claims within 24 hours
- 6) Management of intermediary accounts by ensuring proper records are maintained

Financial Planning and Analysis

- 1) Ensure that commission reports are released to Treasury in advance to ensure adequate funding

Financial Reporting

- 1) Timely preparation of audit and regulator schedules
- 2) Follow up on end year audit confirmations
- 3) Ensure all audit queries are timely closed

Relationships

- 1) Resolution of outstanding items with intermediaries-Brokers, agents and individuals
- 2) Ensure cordial bank relations with all banks and ensure timely processing of IPF

Compliance and Internal Controls

- 1) Circulating commission statements on a monthly basis
- 2) Account opening for new clients.
- 3) Processing of certificates by insurer for new and existing brokers and agents.
- 4) Ensure that commission is fully automated with the right bank details

Key Competencies

- 1) Visionary Leadership
- 2) Entrepreneurial Spirit
- 3) Market Awareness
- 4) Customer Focus
- 5) Continuous Innovation
- 6) Ownership & Commitment
- 7) Team Spirit

Functional Skills

- 1) Credit Management
- 2) Accounting operations
- 3) Performance reporting and management
- 4) Application and exploitation of IT
- 5) Knowledge and insight in conventional bank and banking matters/operations

Qualifications

- 1) Any Business-Related degree
- 2) CPA Part 1/Credit Management /any insurance course

Relevant Experience

Graduate

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 27th November 2020.

Only shortlisted candidates will be contacted.