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**Job Ref. No:** JAML013

**Position:** Senior Accountant

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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](http://www.JubileeInsurance.com).

Jubilee Asset Management Limited (JAML) is a wholly owned subsidiary of Jubilee Holdings Limited, that focuses on providing fund management and investment advisory products and services to institutional and retail clients. It is licensed and regulated by the Capital Markets Authority (CMA).

We currently have an exciting career opportunity for a **Senior Accountant** within **Jubilee Asset Management Limited**. The position holder will report to the **Chief Executive Officer** and will be based at our Head Office in Nairobi.

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#### **Role Purpose**

The role holder plays a crucial role in ensuring the accuracy, integrity, and compliance of financial information and reporting within the organization. This role holder is responsible for the preparation and analysis of financial statements, regulatory filings, and other financial reports. The role holder will also be responsible for research, analysis and provision of relevant information and recommendations on key financial drivers.

#### **Main Responsibilities**

##### **Strategic**

- Provide insights and analysis to support the development of the company's financial plans and budgets.
- Work closely with the business development team to assess the financial feasibility of new products.
- Provide input on pricing strategies, considering profitability, risk exposure, and market competitiveness.
- Conduct scenario analysis to assess the impact of different business strategies on financial outcomes.
- Provide strategic input for long-term financial planning, including growth initiatives and capital allocation strategies.
- Leverage new & emerging technologies to improve the organization's operational efficiency.

##### **Operations**

- Prepare timely and accurate financial statements, including income statements, balance sheets, and cash flow statements, in accordance with relevant accounting principles.
- Analyze and interpret financial data to identify trends, significant variances, and potential areas for improvement.
- Ensure compliance with regulatory reporting requirements and assist in the preparation of statutory filings and disclosures.
- Oversee the general ledger activities and maintain chart of accounts, ensuring accurate and consistent recording of financial transactions.
- Review and reconcile complex accounts, ensuring accuracy and resolving discrepancies.
- Participate in the month-end and year-end closing processes, ensuring adherence to tight deadlines and accuracy in financial reporting.
- Collaborate with internal teams to gather and validate financial data and entries for month-end close.
- Monitor and maintain internal control procedures to safeguard company assets and ensure compliance with accounting standards and policies.
- Participate in audits and assist in the implementation of audit recommendations.
- Conduct financial analysis to support budgeting, forecasting, and strategic decision-making.
- Prepare financial reports and presentations for senior management and other stakeholders.
- Continuously identify opportunities for process improvement in financial reporting, streamlining workflows, and enhancing efficiency.
- Liaise with external auditors, regulators, and tax authorities to provide necessary financial information and address inquiries.
- Collaborate with the tax department to ensure accurate and timely tax reporting for company products.
- Preparation of Quarterly Group reports.
- Preparation, under team lead guidance, quality and timely board papers

## **Corporate Governance**

- Compliance: Stay updated with insurance regulations and best practices to ensure compliance with industry standards
- Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.
- Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.

## **Leadership & Culture**

- Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment.
- Collaborate with cross-functional teams to develop initiatives that promote a positive and inclusive company culture.
- Individualized Development Planning: Create personalized development plans that align with your career aspirations and the organization's objectives.
- To provide the much-needed transformational leadership to meet and surpass the expectations of stakeholders.

## **Key Competencies**

- Good knowledge and understanding of the asset management industry is essential.
- Good understanding of risk management, and regulatory compliance specific to asset management
- Good interpersonal, negotiation and conflict management skills; and
- Good communication and stakeholder management skills.
- Good risk management and assessment skills

## **Qualifications**

Bachelor's Degree in Accounting/Finance/Business Related fields

## **Professional Qualifications**

CPA-K/ACCA Qualification or equivalent

## **Relevant Experience**

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- Minimum of 4-5 years of experience in Finance
- Have experience in operating in complex business environments and/or regulated sectors and have the personal qualities to develop strong stakeholder relationships.

**If you are qualified and seeking an exciting new challenge, please apply via [Recruitment@jubileekenya.com](mailto:Recruitment@jubileekenya.com) quoting the Job Reference Number and Position by 1<sup>st</sup> November 2023.**

**Only shortlisted candidates will be contacted.**