



Job Ref. No: JHIL130

Position: Accountant

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. 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 an **Accountant** within **Jubilee Health Insurance Limited**. The position holder will report to the **Manager, Financial Reporting** and will be based at our Head Office in Nairobi

Role Purpose

The Accountant is Responsible for accurate and timely financial reporting, maintain compliance with statutory and regulatory requirements, reconcile general ledger accounts and safeguard the company's financial resources.

Key Responsibilities

Strategy

1. **Cost-Saving Analysis:** Assist in collecting and analyzing expense data to identify cost-saving opportunities that align with the company's strategic goals.
2. **Financial Planning:** Provide accurate and timely data on expenses to help in the preparation of budgets and financial forecasts, contributing to the overall financial strategy.
3. **Intercompany Transaction Management:** Assist in the accurate recording, tracking and reconciliation of intercompany transactions/expenses to provide reliable data for strategic financial reporting and decision-making
4. **System Implementation:** Support the implementation of financial systems and tools to enhance the efficiency and effectiveness of financial reporting processes

2. Operational

1. **Accurate and Timely Expense Recording:** Ensure all expenses are accurately recorded and accounted for in accordance with accrual accounting principles.



2. **General Ledger Reconciliation:** Reconcile general ledger accounts, identify discrepancies, and ensure proper documentation for all transactions.
3. **Intercompany Transactions:** Maintain accurate intercompany records, prepare and distribute statements promptly, and follow up on outstanding debts.
4. **Tax Compliance:** Ensure the timely preparation and submission of VAT, WHT, and withholding VAT returns.
5. **Financial Planning:** Contribute to financial forecasts, adjustments, and explanations for variances, particularly related to expenses.

3. Financial reporting

1. **Timely Reporting:** Submit all required reports and analyses by the 5th of every month.
2. **Monthly Financial Reporting:** Assist in the timely preparation of monthly management accounts and key figures by the 3rd of every month.

4. Corporate governance

1. **Adherence to Internal Controls:** Follow established internal controls and procedures when processing expenses, ensuring that all transactions are compliant and properly authorized.
2. **Support for Audit Processes:** Assist in gathering and organizing documentation for internal and external audits, ensuring that expense records are accurate and accessible.
3. **Data Accuracy:** Maintain high standards of data accuracy in expense records, contributing to the integrity of the company's financial reporting.

5. Leadership & Culture

1. **Team Collaboration:** Work closely with finance and other departments to ensure smooth and efficient expense management processes, promoting a collaborative work environment.
2. **Continuous Learning:** Engage in professional development opportunities to enhance accounting skills and contribute to the team's overall effectiveness.
3. **Promote Ethical Practices:** Uphold the company's values by ensuring ethical practices in all expense-related activities, fostering a culture of integrity and responsibility.

Laws, Regulations, Company Policies: Stay informed about and strictly adhering to all external laws, including Anti-Money Laundering (AML) and Counter Financing of Terrorism (CFT) laws, Data Protection laws, and any other relevant regulations applicable in the insurance industry; Understand, implement, and enforce internal company policies, processes and procedures; Ensure that operational compliance programs are in place within your department. Implement processes and controls that promote compliance with external laws, regulations, and internal policies; Foster a robust ethical culture within the organization, demonstrating and promoting ethical behavior, integrity, and compliance with laws and regulations. Encourage open communication and reporting of any potential compliance concerns or violations.



Key Skills and Competencies

1. **Analytical Thinking:** Ability to analyze transactions to identify trends and variances.
2. **Communication Skills:** Effective communication and presentation skills to Provide clear and concise reports and updates.
3. **Collaboration:** Ability to work collaboratively with cross-functional teams and stakeholders.
4. **Adaptability:** Flexibility to adapt to changing accounting standards, regulations, and business needs.

Qualifications

Academic Qualifications

1. Degree in finance or any other related field.
2. CPA/ACCA

Relevant Experience

1. At least 1 year in a similar role

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 3rd September 2024
Only shortlisted candidates will be contacted.