



Job Ref. No. JAML037

Position: Assistant Fund Administrator, Investment Processing

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 1.9 million 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 Fund Administrator, Investment Processing** within **Jubilee Asset Management Limited**. The position holder will report to the **Assistant Manager, Fund Administration** and will be based at the Head Office in Nairobi.

Role Purpose

The Assistant Fund Administrator will play a vital role in supporting the overall operations of the asset management company. The primary purpose of this role is to assist in managing and administering various investment funds while ensuring adherence to regulatory and compliance requirements. The Assistant Fund Administrator will also contribute to the development and maintenance of a strong organizational culture that aligns with the company's values and objectives.

Main Responsibilities

1. The role is accountable for day-to-day reconciliation of clients' accounts with the bank statement and suspense account.
2. The role will provide seamless and prompt purchase updates for continuous and better customer experience.
3. Supporting the preparation and distribution of investor reports, fund statements, and other related documents.
4. Collaborating with internal teams such as portfolio managers, investment analysts, and compliance officers to ensure accurate and timely execution of investment transactions.
5. Assisting in monitoring fund expenses, fee calculations, and invoicing.
6. Maintaining accurate and up-to-date records of investment transactions, investor subscriptions, redemptions, and transfers.
7. Assisting in the coordination of fund audits and regulatory inspections.

Corporate Governance

1. Assisting in ensuring compliance with regulatory requirements, including filing reports with relevant regulatory bodies and responding to queries as necessary.
2. Supporting the implementation and maintenance of internal controls and procedures to mitigate operational and compliance risks.
3. Assisting in the review and interpretation of regulatory changes and ensuring timely implementation of necessary updates.
4. Collaborating with the compliance team to conduct periodic reviews of fund documentation and policies to ensure alignment with regulatory standards.

Culture

1. Contributing to the development and maintenance of a positive and inclusive organizational culture.
2. Promoting teamwork, collaboration, and open communication within the asset management department.
3. Adhering to the company's code of conduct and promoting ethical behavior and professionalism.
4. Participating in training and development activities to enhance professional knowledge and skills.

Key Competencies

1. Financial acumen: Ability to understand and analyze financial data, including fund statements, performance reports, and valuation methodologies.
2. Compliance mindset: Understanding of regulatory requirements and the ability to ensure adherence to internal policies and procedures.
3. Teamwork and collaboration: Ability to work effectively within a team, collaborate with cross-functional departments, and build positive relationships.
4. Adaptability: Flexibility to adapt to changing priorities and work effectively in a dynamic environment.
5. Integrity and ethics: Commitment to upholding the highest ethical standards and promoting a culture of integrity within the organization.
6. Problem-solving: Strong analytical and problem-solving skills to identify and resolve operational and compliance issues.

Qualifications

1. Bachelor's degree in Business Administration, Finance, Economics, or a related field.

Relevant Experience

1. 2-3 years of experience in Asset Management or investment operations.

**If you are qualified and seeking an exciting new challenge,
please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and
Position by 8th October 2024.**

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.