



Job Ref. No: JHIL183

Position: Accountant, Financial reporting

Jubilee Insurance was established in August 1937 as the first locally incorporated insurance company based in Mombasa. Over the years, Jubilee Insurance has expanded its reach throughout the region, becoming the largest composite insurer in East Africa, offering Life, Pensions, General, and Medical Insurance. With a client base of over 1.9 million, Jubilee stands as the number one insurer in East Africa. We operate a network of offices in Kenya, Uganda, Tanzania, and Burundi, and we are the only ISO-certified insurance group listed on the three East African stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange, and Uganda Securities Exchange. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for the role of **Accountant**, Jubilee Health Insurance Limited (JHIL). The position holder will report to the Manager, Financial Reporting.

Role Purpose

The Accountant, Financial Reporting is responsible for the preparation, accuracy, and timely delivery of financial reports and statutory returns in compliance with International Financial Reporting Standards (IFRS), Insurance Regulatory Authority (IRA) guidelines, and internal policies. The role plays a key part in ensuring the integrity of financial data, supporting internal and external audits, maintaining strong financial controls, and enabling data-driven business decisions through high-quality reporting.

Main Responsibilities

1. Financial Reporting & Compliance

- I. Prepare monthly, quarterly, and annual financial statements in accordance with IFRS and company policies.
- II. Ensure accurate and timely reporting to the Insurance Regulatory Authority (IRA) and other relevant statutory bodies.
- III. Support implementation and compliance with IFRS 17 and other relevant accounting standards applicable to insurance.
- IV. Maintain up-to-date knowledge of financial reporting requirements and ensure company practices remain compliant.

2. General Ledger and Period-End Close

- I. Maintain the general ledger and perform monthly and year-end closing procedures.
- II. Reconcile key ledger accounts and ensure completeness and accuracy of financial data.
- III. Post monthly journals including accruals, provisions, amortizations, and depreciation.

3. Audit Support

- I. Prepare audit schedules and respond to queries from external and internal auditors.
- II. Coordinate with relevant departments to gather audit documentation.
- III. Ensure timely completion and resolution of audit findings and recommendations.



4. Budgeting & Forecasting Support

- I. Assist in the preparation of annual budgets, rolling forecasts, and variance analysis.
- II. Monitor financial performance against budget and provide insight into variances.

5. Tax & Statutory Returns

- I. Support the preparation and submission of statutory tax returns (e.g., VAT, PAYE, WHT, income tax) in collaboration with the payment team.
- II. Ensure proper documentation and compliance with tax legislation.

6. Financial Controls & Process Improvement

- I. Support implementation and monitoring of internal controls to ensure accuracy and integrity of financial reporting.
- II. Identify opportunities for process improvements and automation in reporting cycles.
- III. Maintain documentation of accounting policies, procedures, and controls.

Key Competencies

- I. High level of integrity and attention to detail
- II. Strong financial and analytical acumen
- III. Solid understanding of insurance accounting principles
- IV. Strong organizational and time management skills
- V. Good communication and teamwork capabilities
- VI. Ability to meet strict deadlines

Academic & Professional Qualifications

- I. Bachelor's degree in Accounting, Finance, or related discipline
- II. CPA (K) or ACCA certification (mandatory)

Relevant Experience

Minimum of four (4) years' experience in financial reporting or audit, preferably in insurance or financial services with strong knowledge of IFRS and local regulatory (IRA, KRA) requirements.

If you are a detail-oriented and results-driven accounting professional with a passion for financial reporting and compliance in the insurance sector, we invite you to apply.

Kindly submit your detailed CV and cover letter to

Recruitment@jubileekenya.com quoting the Job Reference Number and position

by 28th July 2025.

**Only shortlisted candidates
will be contacted.**