



**Job Ref. No: JLIL 337**

**Position: Assistant Accountant -Treasury**

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, Asset Management 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. For more information, visit [www.JubileeInsurance.com](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for an **Assistant Accountant- Treasury** within **Jubilee Life Insurance Limited**. The position holder will report to the **Senior Manager Treasury** and will be based at our Head Office in Nairobi.

### **Role Purpose**

The role holder plays a critical role in managing the organization's treasury operations and financial risk management. The primary purpose of this role is to ensure efficient cash flow management, optimize investment strategies, and mitigate financial risks to support the company's financial stability and profitability.

### **Main Responsibilities**

#### **Operational**

1. Cash Management:
  - Record and reconcile daily cash transactions, including receipts, disbursements, and bank transfers.
  - Prepare and circulate daily cash flow cash flow forecasts to assist in managing the company's liquidity needs.
2. Petty cash Management:
  - Accurately recording all petty cash transactions categorizing expenses according to company coding structure
  - Maintaining detailed documentation for each petty cash disbursement
  - Identifying discrepancies and taking corrective actions
  - Providing proper supporting documentation for reimbursement requests
  - Adhering to company policies and procedures regarding petty cash usage
  - Following up on prompt recovery of all unaccounted petty cash from the persons concerned.
3. Investment Accounting:
  - Record investment transactions, such as purchases, sales, maturities, and income distributions.
4. Bank Accounts management:
  - Regular review and prepare bank mandates to alter bank accounts signing mandates including, additions of the new approved signatories and removal of signatories who have since left the company, additions and removal of bank agents.
5. Financial Reporting:
  - Prepare financial reports related to cash, investments, and debt for internal and external stakeholders.
  - Assist in the preparation of financial statements and disclosures related to treasury activities.
6. Reconciliation and Analysis:
  - Perform regular reconciliations of bank accounts, investment portfolios, and debt balances.
  - Analyze discrepancies and variances to ensure data accuracy.
7. Compliance and Regulation:

- Ensure compliance with accounting standards, internal controls, and regulatory requirements related to treasury accounting.
  - Assist in providing information for internal and external audits.
8. Treasury Operations Support:
- Assist in the optimization of treasury operations and financial processes to enhance efficiency.

### **Corporate Governance**

- Compliance: Stay updated on emerging trends, best practices, and industry benchmarks related to IFRS17 implementation and compliance.
- 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.

### **People & Culture**

- Cross-Functional Collaboration: Actively participate in cross-functional project teams to drive collaboration, innovation, and accountability across departments and the Group.
- Employee Collaboration Index: Participate in a minimum of 2 company projects per year with an 80% success rate and engage in at least 1 Group-wide project per year.
- Skills and Competency Development Index: 100% compliance with your training plan annually to support personal and professional growth, ensuring alignment with career paths and future challenges.
- Cultural Alignment Index (CAI): Attain the Company's CAI target score by embedding Jubilee's values (e.g., innovation, teamwork, excellence) into project execution and team dynamics.
- Conflict Resolution: Address interpersonal or project-related conflicts constructively, maintaining team morale and focus on shared goals.
- Resource Advocacy: Communicate needs (e.g., tools, training, support) to supervisors to ensure personal and team success.

### **Key Competencies**

- Attention to Detail: A keen eye for accuracy and precision in recording financial transactions and performing reconciliations.
- Analytical Skills: Strong analytical abilities to analyze financial data and resolve discrepancies.
- Financial Acumen: Proper understanding of financial concepts and accounting principles relevant to treasury activities.
- Collaboration: Ability to work as part of a team, liaising with other departments and stakeholders within the organization.
- Time Management: Effective time management skills to meet deadlines for financial reporting and reconciliations.
- Self-starter: sufficiently motivated to work on their own initiative without needing direction.

### **Functional Skills**

- Treasury Accounting: Knowledge of accounting principles and practices relevant to cash management, investments, and debt.
- Reconciliation: Proficiency in performing reconciliations of financial data and resolving discrepancies.
- Financial Reporting: Familiarity with financial reporting standards and the preparation of financial statements.

### **Academic Background & Relevant Qualifications**

- Bachelor's degree in Finance, Accounting, Business or any other related course
- Professional accounting qualification (e.g., CPA, ACCA).
- Minimum of 3-4 years of experience in finance and accounting roles, including experience in financial reporting and compliance.
- Significant experience in the insurance industry and knowledge of insurance accounting standards.

**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 24<sup>th</sup> September 2025. Only shortlisted candidates will be contacted.**