



**Job Ref. No: JLIL 343**

**Position: Finance Assistant (6 months contract)**

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

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

### **Role Purpose**

The role holder will support the Finance Department in ensuring accurate financial recording, reconciliations, and reporting. The role involves assisting in credit control, premium reconciliation, asset management, and preparation of financial analyses to support effective decision-making. The role holder will ensure compliance with internal control policies, support financial integrity, and contribute to maintaining strong working relationships with internal and external stakeholders.

### **Main Responsibilities**

#### **1. Operational**

- Perform regular reconciliations of bank accounts and ledger control accounts.
- Record and reconcile daily cash transactions, including receipts, disbursements, and bank transfers.
- Prepare and circulate daily cash flow forecasts to assist in managing the company's liquidity needs.
- Prepare regular credit control reports, delinquency reports, and key performance indicators (KPIs) for management review.
- Identify and address delinquent accounts through proactive communication, follow-ups, and resolution of payment issues.
- Communicate with policyholders and intermediaries to resolve payment-related queries and concerns.
- Maintain positive relationships while ensuring adherence to credit control policies
- Monitor and manage outstanding premiums and premium reconciliation activities.
- Ensure timely collection of premiums from policyholders and intermediaries.
- Fully reconcile all reinsurance related ledgers and ensure proper balances are reported
- Fully reconcile all commission related ledgers and ensure they are fully supported
- Timely update and maintenance of the fixed asset register, ensuring proper monitoring of the acquisitions, tagging, depreciation and disposal.
- Reconciliation and update of policy loan accounts, statements and analyses of policy loan data.
- Detailed analysis of receivables and payables accounts within the general ledger
- Detailed analysis of commission ledgers and proper posting of all recoveries into Agents accounts.

#### **2. Corporate Governance**

- Uphold the highest ethical standards and confidentiality in all financial dealings.
- Ensure compliance with International Financial Reporting Standards (IFRS), Insurance Regulatory Authority (IRA) requirements, and company financial policies.
- Maintain transparency and accountability in financial reporting.

- Support implementation of audit recommendations and continuous improvement of internal control systems.
- Participate in risk assessment initiatives, ensuring financial risks are identified, monitored, and mitigated.

### **3. 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**

- Analytical Thinking: Ability to interpret financial data and provide actionable insights.
- Integrity: Demonstrates honesty, transparency, and adherence to ethical standards.
- Communication: Clear and professional in both written and verbal communication.
- Teamwork: Collaborates effectively with colleagues and supports shared goals.
- Problem Solving: Approaches challenges with a logical, solution-oriented mindset.
- Accountability: Takes ownership of work and delivers results with minimal supervision.
- Adaptability: Demonstrates flexibility and resilience in dynamic business environments.

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

- Bachelor's degree in Finance, Accounting, Business, or a related field.
- Professional accounting qualification (e.g., CPA, ACCA).
- Additional certification or coursework in Data Analytics or Financial Modelling will be an added advantage.
- Minimum of 1–2 years of relevant experience in finance and accounting roles.
- Experience in the insurance, financial services, or audit industry preferred.
- Hands-on experience in reconciliations, reporting, and credit control operations.
- Proven experience in working with cross-functional teams in a fast-paced environment.

**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 16<sup>th</sup> October 2025. Only shortlisted candidates will be contacted.**