



Job Ref. No: JLIL 349

Position: Assistant Manager- Tax and Payables

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 a **Assistant Manager- Tax and Payables** within **Jubilee Life Insurance Limited**. The position holder will report to the **Senior Manager- Finance Operations** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder will be responsible for ensuring accurate and timely management of the company's tax affairs and payables function. The role will oversee tax compliance across corporate, pension, and investment operations, and ensure efficient processing and settlement of supplier, intermediary, and statutory payments in line with company policies and regulatory requirements. The position aims to maintain full compliance with the Kenya Revenue Authority (KRA), Retirement Benefits Authority (RBA), and other relevant regulators while supporting sound financial controls and operational efficiency.

Main Responsibilities

1. Tax Compliance and Reporting

- Ensure timely and accurate preparation, filing, and payment of all statutory taxes including corporate tax, VAT, PAYE, withholding tax, excise duty, and other levies.
- Oversee tax compliance for both insurance and pension business segments, ensuring correct treatment of exempt and taxable pension schemes.
- Review and validate withholding tax deductions and remittances for supplier, intermediary, and professional payments.
- Ensure accurate tax computations and reconciliations for investment income including interest, dividends, rent, and capital gains.
- Maintain up to-date tax schedules, ledgers, and supporting documentation.

2. Tax Planning and Advisory

- Advise management on tax implications of insurance, pension, and investment transactions.
- Evaluate investment structures and asset allocations for tax efficiency in compliance with applicable tax laws
- Review the tax implications of new insurance and pension products and fund structures
- Monitor tax legislation changes and provide proactive advice on their potential impact to the business and pension funds.

3. Tax Risk Management and Audit Support

- Maintain comprehensive documentation to support tax positions for corporate, pension, and investment activities.
- Coordinate and manage responses to KRA and RBA tax audits, queries and reviews.

- Identify potential tax exposures and recommend effective mitigation strategies.
- Support internal and external audits by providing tax related schedules and reconciliations.

4. Accounts Payables Management

- Oversee end to end accounts payable operations, ensuring timely and accurate processing of supplier, agent and service provider invoices.
- Ensure adherence to company payment policies, approval hierarchies and internal controls.
- Review and validate supplier documentation for tax compliance including VAT, e-TIMs and withholding tax applicability.
- Monitor vendor account reconciliations, aging analysis and timely resolution of outstanding balances.
- Supervise preparation of payment runs and ensure proper authorization and documentation before disbursement.
- Ensure accurate posting of transactions in the ERP and proper classification of expenses.
- Drive process improvement and automation initiatives to enhance AP efficiency and reduce processing timelines.
- Ensure accurate and timely remittance of statutory deductions, taxes and third-party payments.
- Liaise with the Treasury team to manage payment scheduling, liquidity planning and cash flow requirements related to AP and tax obligations.

5. Continuous Improvement and Stakeholder Management

- Liaise with KRA, RBA, auditors, tax consultants, and suppliers on tax and payment matters.
- Provide training to finance and business teams on tax compliance and accounts payable processes.
- Support development and implementation of dashboards and automation to improve accuracy and efficiency in tax and payables management.

6. People & Culture

- Team Leadership: Build and lead cross-functional teams, fostering collaboration, accountability, and high performance across diverse skill sets and departments.
- Retention KPI: Achieve a regrettable turnover rate below 5% annually within finance teams by promoting a supportive environment, career growth opportunities, and recognition.
- Employee Engagement Score (EES) KPI: Drive a 10% year-over-year increase in EES through team-building, transparent communication, and empowerment initiatives.
- 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.
- Skill Development: Provide mentorship and training to team members on departmental tools, techniques, and industry-specific knowledge, enhancing capability.
- Conflict Resolution: Mediate and resolve team conflicts or stakeholder disputes, maintaining morale and focus on project goals.
- Resource Advocacy: Advocate for team needs (e.g., additional resources, training) to senior management, ensuring departmental success and staff well-being.

Key Competencies

- Strong technical knowledge of tax and financial accounting principles.
- High attention to detail and accuracy.
- Excellent analytical, organizational, and problem solving skills.
- Strong interpersonal and communication abilities.
- Integrity, confidentiality, and professional ethics.
- Proactive and results oriented with the ability to manage multiple priorities.

Academic Background & Relevant Qualifications

- Bachelor's degree in Accounting, Finance, Economics, or a related field.
- CPA (K), ACCA, or equivalent professional qualification.
- At least 5 years' experience in taxation and accounts payable, preferably in insurance, pension, or financial services sectors.
- In-depth knowledge of Kenyan tax laws including Income Tax Act (Cap 470), Retirement Benefits Act, Insurance Act and VAT Act.
- Familiarity with taxation of investments (interest, dividends, capital gains).
- Proficiency in iTax, ERP systems (e.g. Oracle), Power BI tools and Microsoft Excel.

**If you are qualified and seeking an exciting new challenge, please apply via
Recruitment@jubileekenya.com
quoting the Job Reference Number and Position by 23rd November 2025.
Only shortlisted candidates will be contacted.**