



**Job Ref. No: JLIL 399**

**Position: Internal Auditor**

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 an **Internal Auditor** within **Jubilee Life Insurance Limited**. The position holder will report to the **Manager- Internal Audit** and will be based at our Head Office in Nairobi.

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## **Role Purpose**

The role-holder will be responsible for executing internal audit assignments and supporting the delivery of the internal audit plan. The primary purpose is to provide independent and objective assurance on governance, risk management and internal control processes through detailed audit fieldwork, testing and analysis. The role involves evaluating controls, identifying risks, ensuring compliance with regulatory and internal requirements and contributing to improvements in operational efficiency and organizational performance.

## **Main Responsibilities**

### **1. Audit Execution & Fieldwork**

- Participate in the planning of audit engagements by reviewing audit scopes, objectives, and timelines.
- Perform detailed audit fieldwork including process walkthroughs, control testing, substantive testing, and data validation.
- Execute audit procedures across key business areas including underwriting, claims, finance, actuarial, IT, group life, and premium administration.
- Gather, analyse, and document audit evidence to support findings and conclusions.
- Identify control weaknesses, inefficiencies, and non-compliance issues during audit execution.
- Ensure all audit work is performed in accordance with Internal Audit methodology and Global Internal Audit Standards.
- Maintain high-quality, well-organized audit working papers for review by senior auditors and management.
- Support execution of special audits, investigations, and ad hoc assignments as required.
- Ensure timely completion of assigned audit tasks within agreed timelines and budgets.

### **2. Risk & Internal Controls Assessment**

- Evaluate the adequacy and effectiveness of internal controls within audited processes.

- Identify key risks within business processes and assess the effectiveness of mitigation measures.
- Document control gaps, weaknesses, and areas of improvement in a clear and structured manner.
- Support ongoing risk assessment activities and contribute to risk-based audit execution.
- Validate control designs and test operating effectiveness of controls.
- Provide practical and actionable recommendations to strengthen internal controls and reduce risk exposure.
- Assist in monitoring implementation of agreed management action plans and perform follow-up reviews.
- Remain aware of emerging risks within the business environment and highlight them during audits.

### **3. Compliance & Regulatory Adherence**

- Assess compliance with internal policies, procedures, and regulatory requirements.
- Support audits covering regulatory frameworks such as Insurance regulations, AML/CFT, Data Protection, and IFRS requirements.
- Identify instances of non-compliance and document their impact and root causes.
- Ensure audit work aligns with applicable professional standards and internal audit guidelines.
- Assist in evaluating adherence to corporate governance policies and frameworks.
- Track and follow up on compliance-related audit findings and corrective actions.
- Stay updated on relevant regulatory changes and support their incorporation into audit procedures.

### **4. Audit Documentation & Reporting**

- Prepare comprehensive and well-structured audit working papers that clearly support audit findings.
- Draft audit observations, including risk implications, root causes, and practical recommendations.
- Contribute to the preparation of audit reports by providing accurate and timely input.
- Ensure all findings are supported by sufficient, reliable, and relevant audit evidence.
- Maintain proper documentation in line with audit standards and internal quality requirements.
- Track audit issues and follow up with process owners on the status of implementation.
- Support the preparation of audit summaries, dashboards, and status reports where required.

### **5. Data Analytics & Continuous Improvement**

- Apply data analytics techniques to enhance audit testing and improve audit coverage.
- Perform data analysis, trend analysis, exception identification, and sampling procedures.
- Use tools such as Excel and audit software to analyze large datasets and identify anomalies.
- Support development and use of audit tools, templates, and standardized methodologies.
- Identify opportunities to improve audit processes, increase efficiency, and strengthen controls.
- Contribute to continuous improvement initiatives within the audit function.
- Support validation of management action plans and assess effectiveness of implemented improvements.

### **6. Fraud Detection & Investigation Support**

- Identify fraud indicators, red flags, and unusual transactions during audit reviews.
- Escalate suspected fraud or misconduct in line with established protocols.
- Support fraud investigations through data analysis, documentation, and evidence gathering.
- Participate in fraud risk assessments across various business processes.
- Assist in evaluating effectiveness of anti-fraud controls and recommending improvements.
- Maintain confidentiality and integrity when handling sensitive information and investigations.

### **7. People and 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 & Problem-Solving Skills: Ability to assess risks, identify issues, and propose practical solutions
- Attention to Detail: High level of accuracy in audit testing and documentation
- Communication Skills: Ability to clearly articulate findings in writing and verbally
- Professional Integrity & Ethics: Maintains independence, confidentiality, and objectivity
- Team Collaboration: Works effectively with team members and stakeholders
- Time Management: Ability to manage multiple assignments and meet deadlines
- Adaptability: Flexible and responsive to changing audit priorities and environments
- Continuous Improvement Mindset: Proactive in identifying opportunities to enhance audit quality and efficiency

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

- Bachelor's degree in Business, Finance, Accounting, Actuarial or a related field.
- CPA / ACCA (Partially or Fully Qualified)
- Relevant audit certifications (e.g., CIA) will be an added advantage.
- Minimum 2–4 years' experience in internal or external audit, preferably within financial services or insurance.
- Hands-on experience in audit fieldwork, control testing, and documentation.
- Exposure to business processes such as underwriting, claims, finance, or operations is an added advantage.
- Experience in data analysis and use of audit tools is desirable.
- Basic exposure to fraud reviews, compliance audits, or risk assessments is an added advantage.

**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 6<sup>th</sup> April 2026. Only shortlisted candidates will be contacted.**