



Job Ref. No: JLIL 400

Position: Graduate Trainee

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 **Graduate Trainee** 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.

Role Purpose

The role holder will support the execution of internal audit assignments while undergoing structured on-the-job training within the Internal Audit function. The primary purpose of the role is to build foundational knowledge in audit processes, risk management, internal controls and compliance. The role involves assisting in audit fieldwork, documentation, data analysis and compliance reviews under close supervision, while developing the technical and professional competencies required to progress into an Internal Auditor role.

Main Responsibilities

1. Audit Support & Fieldwork Assistance

- Assist in the planning phase of audit engagements by gathering background information, process documents, and relevant data.
- Support audit fieldwork through participation in process walkthroughs and documentation of key controls.
- Perform basic audit procedures such as sample testing, data verification, and reconciliations under supervision.
- Assist in executing audit assignments across business areas including underwriting, claims, finance, actuarial, IT, group life, and premium administration.
- Gather and organize audit evidence to support audit findings and conclusions.
- Document audit procedures performed and maintain organized working papers for review.
- Support execution of special audits, ad hoc reviews, and management-requested assignments.
- Ensure assigned tasks are completed within agreed timelines and in line with audit quality standards.

2. Risk & Internal Controls Awareness

- Develop an understanding of key risks within business processes and how they impact operations.
- Assist in identifying control gaps, inefficiencies, and process weaknesses during audit reviews.

- Support documentation of risks, controls, and audit observations in working papers.
- Participate in control testing and validation activities under guidance.
- Learn and apply internal control frameworks and risk assessment methodologies.
- Support follow-up activities on previously identified control issues where required.

3. Compliance & Regulatory Support

- Assist in assessing compliance with internal policies, procedures, and regulatory requirements.
- Support audit reviews related to regulatory frameworks such as Insurance regulations, AML/CFT, Data Protection, and IFRS.
- Help identify and document instances of non-compliance and escalate them appropriately.
- Ensure audit activities are conducted in accordance with internal audit standards and professional guidelines.
- Stay informed on basic regulatory requirements relevant to the organization.

4. Audit Documentation & Reporting Support

- Prepare and maintain accurate, complete, and well-organized audit working papers.
- Assist in documenting audit findings, including observations, risks, and supporting evidence.
- Support the drafting of preliminary audit reports and summaries.
- Ensure all documentation is properly filed and easily retrievable for review.
- Assist in tracking audit issues and follow-up actions with business units.
- Support preparation of audit schedules, reports, and dashboards where required.

5. Data Analytics & Continuous Learning

- Perform basic data analysis using tools such as Microsoft Excel and other audit software.
- Assist in identifying trends, anomalies, and exceptions in financial and operational data.
- Support preparation of data schedules and audit samples for testing.
- Learn and apply data analytics techniques used in audit processes.
- Contribute to improving audit processes, templates, and documentation practices.
- Participate in continuous improvement initiatives within the audit function.

6. Fraud Awareness & Investigation Support

- Develop awareness of fraud risks, red flags, and control vulnerabilities within business processes.
- Assist in identifying unusual transactions or suspicious activities during audits.
- Support audit team in gathering and organizing information during fraud reviews or investigations.
- Maintain strict confidentiality when handling sensitive information.
- Learn about fraud prevention mechanisms and internal reporting procedures.

7. Learning & Professional Development

- Actively participate in structured training programs and on-the-job learning opportunities.
- Build knowledge of audit methodologies, internal controls, risk management and governance frameworks.
- Seek regular feedback from supervisors and apply learning to improve performance.
- Work towards obtaining relevant professional qualifications (e.g., CPA, ACCA, CIA).
- Stay updated on industry trends, regulatory developments and audit best practices.
- Demonstrate initiative in learning and applying new skills within audit assignments.

8. 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

- Accurate, complete, and well-organized audit working papers.
- Timely completion of assigned audit support tasks.
- Proper documentation of audit procedures, findings, and evidence.
- Demonstrated understanding of audit processes, risks, and controls.
- Effective support in audit execution and compliance reviews.
- Continuous improvement in technical, analytical, and professional skills.
- Active contribution to audit assignments and team deliverables.

Academic Background & Relevant Qualifications

- Bachelor's degree in Business, Finance, Accounting, Actuarial or a related field
- Progress towards CPA / ACCA or equivalent professional qualification is an added advantage
- Up to 1 year of internship/attachment experience in Internal Audit
- Exposure to accounting, audit or finance related environments is an added advantage
- Demonstrated interest in pursuing a career in internal audit or risk & compliance

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 6th April 2026. Only shortlisted candidates will be contacted.