



**Job Ref. No: JAML078**

**Position: Intern – Investment Processing**

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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 450,000 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).

Jubilee Asset Management Limited (JAML) is a wholly owned subsidiary of Jubilee Holdings Limited, with a focus on providing fund management and investment advisory products and services to retail and institutional clients. JAML is licensed as a Fund Manager and regulated by the Capital Markets Authority (CMA) and the Retirement Benefits Authority (RBA).

We currently have an exciting career opportunity for an **Intern-Investment Processing** within **Jubilee Asset Management Limited**. The role holder will report to the **Manager – Fund Services** and will be based at our Head Office in Nairobi.

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### **Role Purpose:**

The **Intern – Investment Processing** will support the Fund Administration team in the daily operations of investment processing and reconciliation. The role is designed to provide hands-on experience in fund administration, investment operations, regulatory compliance, and internal controls. The intern will assist the Investment Processing Officer in ensuring accurate transaction processing, maintaining proper records, and delivering excellent client experience. This internship aims to develop young talent interested in asset management operations while contributing to the broader objectives of the department.

### **Main Responsibilities**

#### **Operational Support**

- Assist in the daily reconciliation of client transactions with bank statements and suspense accounts.
- Support the timely capture and updating of purchase transactions to enhance customer experience.
- Assist in the preparation of investor reports, fund reports, and other client documents.
- Work with internal teams—portfolio managers, business development and compliance—to support the accurate execution of investment transactions.
- Help maintain up-to-date records of subscriptions, redemptions, transfers, and other investment activities.
- Participate in the preparation and organization of documents required for audits and regulatory inspections.

## **Strategy**

- Support initiatives to streamline and enhance the client purchases process.
- Provide feedback on client needs and service gaps to improve operational efficiency.
- Contribute to the implementation of digital onboarding solutions.

## **Corporate Governance**

- Ensure adherence to regulatory guidelines, AML/KYC requirements, and company policies.
- Support internal and external audits by providing accurate onboarding records.
- Identify and escalate potential risks in investment processing processes.

## **Culture & Teamwork**

- Collaborate with colleagues across teams to deliver excellent client service.
- Uphold Jubilee's values by fostering a client-centric culture.
- Support knowledge-sharing and contribute to continuous improvement in onboarding practices.

## **Key Competencies**

- Financial Acumen: Basic understanding of financial statements, investments, and financial terminology.
- Attention to Detail: High level of accuracy in data handling and documentation.
- Teamwork: Ability to collaborate and maintain professional working relationships.
- Adaptability: Willingness to learn and handle multiple tasks in a dynamic environment.
- Integrity: Commitment to upholding ethical standards and confidentiality.
- Problem-Solving: Ability to think analytically and assist in resolving operational issues.

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

1. Bachelor's Degree in Finance, Business Administration, Economics, Statistics, Actuarial Science, or a related field.
2. Strong computer skills, especially in Excel and basic data analysis tools.
3. Interest in asset management, investment operations, or financial services.

**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 Wednesday, 8<sup>th</sup> April 2026. Only shortlisted candidates will be contacted.**