Job Ref. No: JLIL 433

Position: Fund Accountant

Jubilee Group was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Group has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, Asset Management and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 1.9 million clients. Jubilee Group has a network of offices in Kenya, Uganda, Tanzania, Burundi. 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 **Fund Accountant** within **Jubilee Life Insurance Limited.** The position holder will report to the **Senior Manager- Pension Operations** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder will be responsible for maintaining accurate and timely accounting records for pension schemes under administration and ensuring the financial integrity of scheme funds. The role supports the processing, reconciliation and reporting of contributions, benefits, transfers, investments, income, expenses and other fund movements, while ensuring compliance with applicable accounting, regulatory and scheme requirements.

The role holder will work closely with Pension Administration, Investments, Finance and other stakeholders to maintain accurate financial information, effective controls and quality service delivery to trustees, members and other stakeholders.

Main Responsibilities

Strategy

- Support the implementation of fund accounting objectives in line with the Pension Administration and business strategy.
- Provide financial insights to support scheme administration, investment and fund performance decisions.
- Support initiatives that improve the efficiency, accuracy, timeliness and control of fund accounting processes.
- Fund Accounting
- Maintain accurate accounting records for pension schemes, covering contributions, benefits, transfers, investments, income and expenses.
- Process and account for scheme contributions, benefit payments, transfers and investment transactions.
- Prepare and maintain scheme-level journals, accounting adjustments and trial balances.
- Prepare unaudited quarterly management accounts for scheme to support trustees, management in making timely and appropriate decisions
- Monitor scheme assets, liabilities, income and expenditure and investigate unusual or unexplained movements.

- Ensure transactions are accurately recorded in accordance with accounting policies, scheme rules and regulatory requirements.

Pension Administration Support

- Work closely with Pension Administration to ensure member and scheme transactions are accurately reflected in fund accounts.
- Validate contribution schedules, receipts, benefit instructions and other financial transactions.
- Reconcile member records, administration records, accounting records and bank transactions and support resolution of discrepancies.
- Provide financial information to support member, employer and trustee queries.
- Financial Reporting & Analysis
- Prepare periodic scheme financial reports, schedules and supporting working papers.
- Analyse financial movements and variances and provide explanations for significant changes.
- Prepare information relating to contributions, benefits, transfers, investments and other material scheme transactions.
- Support the preparation of scheme financial statements, trustee reports, management information and regulatory submissions.
- Maintain complete and reliable supporting documentation and audit trails.

Reconciliation, Controls & Financial Integrity

- Perform regular bank, contribution, benefit, transfer and investment reconciliations.
- Monitor and resolve suspense balances, unidentified receipts, unallocated contributions and other outstanding items.
- Investigate discrepancies between pension administration, accounting, banking and investment records.
- Ensure journals, adjustments and transactions are appropriately supported, reviewed and authorized.
- Identify control weaknesses and recommend actions to improve financial integrity and reduce risk.

Corporate Governance, Risk & Compliance

- Ensure fund accounting activities comply with applicable laws, RBA requirements, scheme rules, accounting standards and internal policies.
- Support internal and external audits by providing accurate schedules, records and responses to audit queries.
- Identify and escalate financial, operational, regulatory and control risks and support implementation of corrective actions.
- Maintain confidentiality and protect member, employer and scheme financial information.
- Continuous Improvement, Automation & Process Optimization
- Identify opportunities to automate and improve manual fund accounting and reconciliation processes.
- Participate in system enhancements, user acceptance testing and implementation of fund accounting and pension administration systems.
- Develop and improve reporting tools, templates and processes to enhance accuracy, data quality and turnaround times.
- Support initiatives to improve integration between pension administration, accounting, banking and investment systems.

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

1. Attention to Detail. Demonstrates a high level of accuracy when processing, reviewing and reconciling financial and member-related transactions.
2. Analytical Thinking. Ability to analyse financial movements, identify variances and investigate the underlying causes of discrepancies.
3. Accountability. Takes ownership of assigned schemes and ensures that financial matters are followed through to resolution.
4. Problem Solving. Approaches reconciliation breaks, accounting discrepancies and operational challenges logically and develops practical solutions.
5. Collaboration. Works effectively with Pension Administration, Investments, Finance, Treasury and other stakeholders to achieve scheme objectives.
6. Customer Orientation. Understands the impact of fund accounting activities on members, employers, trustees and other stakeholders and maintains a strong service focus.
7. Integrity & Confidentiality. Demonstrates high ethical standards when handling scheme assets, member information and sensitive financial information.
8. Planning & Organization. Effectively manages multiple schemes, reporting deadlines, reconciliations and competing priorities.
9. Communication. Communicates financial information, discrepancies and technical issues clearly to both technical and non-technical stakeholders.
10. Continuous Improvement Mindset. Actively identifies opportunities to improve processes, controls, reporting and efficiency.

Academic Background & Relevant Qualifications

- Bachelor's degree in Accounting, Finance, Commerce, Actuarial Science, Economics, Business Administration or a relevant field.
- CPA, ACCA or equivalent professional accounting qualification.
- Relevant qualifications or progression in pensions, investment management or retirement benefits will be an added advantage.
- Membership of a relevant professional body, where applicable.
- Knowledge of the Kenyan retirement benefits regulatory environment and RBA requirements.
- Proficiency in Microsoft Excel and accounting/ERP systems; experience with pension administration or fund accounting systems will be an advantage.

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 September 2026.
Only shortlisted candidates will be contacted.