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**Job Ref. No.**                    **HRJLICU/HR/03/24-16**

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**Position:**                    **Accounts Assistant**

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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).

We currently have an exciting career opportunity for **Accounts Assistant** in Jubilee Life Company of Uganda. The position holder will report to the **Senior Accountant** and will be based at Head Office in Kampala.

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### **Role Purpose**

The role holder analyzes key financial information to optimize financial planning. The role holder will assist the Senior Accountant with Asset management and premium reconciliation which will lead to financial decision-making.

### **Main Responsibilities**

- 1) Maintain Direct debit master file for all clients.
- 2) Initiate collections to the respective banks as when they fall due.
- 3) Lead contact for the respective Banks.
- 4) Lead on automation of direct debit integrations.
- 5) Ensure that internal controls are enhanced and maintained at an acceptable level.
- 6) Ensure that Bank Reconciliations are done and submitted for review and approval.
- 7) Reviewing and reconciling of different General Ledger accounts.
- 8) Ensure that compliance with legal and regulatory requirements is done.
- 9) Tracking all reconciling items with the different banks.
- 10) Related Party Management and Reconciliations.
- 11) Safeguard company's assets.

### **Key Deliverables**

- 1) Direct debit mandate management
- 2) Over 90% direct debit successful rate
- 3) Management of banks ensuring onboarding of clients is done timely
- 4) Resolving all complaints within the speculated turnaround time

### **Key Competencies**

1. Excellent Analytical Skills
2. Market Awareness
3. Customer Focus
4. Continuous Innovation
5. Ownership & Commitment
6. Team Spirit

**Qualifications**

1. Bachelor of Commerce degree (Finance) or any other related field.
2. CPA/ACCA qualifications.

**Relevant Experience**

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1. At least 3 years' experience in a busy HR department.

**If you are qualified and seeking an exciting new challenge, please apply via [RecruitmentLife@jubileeUganda.com](mailto:RecruitmentLife@jubileeUganda.com) quoting the Job Reference Number and Position by 14<sup>th</sup> March 2024.**

**Only shortlisted candidates will be contacted.**