

POSITION: PREMIUM ADMINISTRATION OFFICER—LIFE DEPARTMENT

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa in 1937. 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.

We currently have an exciting career opportunity for **Premium Administration Officer**.

Post holder will be report to **Premium Administration Manager**. And will be based in the **Head Office**.

Role Purpose.

Allocate and reconcile all premiums received through the various Bank accounts.

Responsibilities.

1. Allocate all M-Pesa and Bankers Order, Direct Deposit premiums received within the required TAT.
2. Receipt all scheme payments received in our bank account within the required TAT.
3. Liaise with Treasury and other business lines to clear any outstanding payments in the bank account.
4. Liaise with agents/clients where necessary to clear/receipt outstanding payments in the bank account.
5. Issuing stop orders for all non – active policies whose premiums are not expected.
6. Maintain a database for all receipts processed and outstanding.
7. Follow up and correct any previous allocation errors.
8. Daily reporting and reconciliation of all bank account statements for the life accounts.
9. Any other duties as may be assigned by the head of the section.

Key Deliverables.

1. Allocation of Premiums TATs
2. Clear all outstanding items arising from bank reconciliation within the stipulated TATs

Qualification and Experience.

Academic Qualifications.

1. 1st degree preferably in accounting/ Finance/ Actuarial or related field
2. Progress in ACCA or CPA

Functional Skills

1. Positive interaction with colleagues
2. Analytical skills
3. An Eye for detail
4. Effective job relations – teamwork, assistance and mutual motivation
5. Quality consciousness
6. Commitment to job function, department and the company – loyalty and diligence
7. Confidentiality
8. Results Driven
9. Remains calm under pressure.

Key Competencies.

1. Proficiency in excel
2. Reconciliation skill
3. Efficiency
4. Accuracy
5. Timeliness
6. Maintain data integrity

Relevant Experience.

At least 2 years' experience in Life Premium Administration, Finance, Operations

Closing Date 29th September 2017...