



**Job Ref. No.**                **JLIL212**

**Position:**                    **Finance Intern**

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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 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](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for a **Finance Intern** within the **Finance Department**. The position holder will report to the **Assistant Manager - Finance** and will be based at Head Office in Nairobi.

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### **Role Purpose**

The aim of the internship position is to provide essential assistance in a range of responsibilities and functions in the Finance department under the supervision of the Assistant Manager-Finance. This encompasses aiding with everyday financial tasks, involvement in the financial analysis and reporting as well as assisting in ensuring the accuracy of financial records.

### **Main Responsibilities**

#### **1. Financial Data Entry and Processing:**

- Assist in entering financial transactions into the accounting system.
- Help maintain accurate financial records and documentation.

#### **2. Financial Analysis and Reporting:**

- Assist in preparing financial reports and statements.
- Conduct basic financial analysis to support decision-making.
- Help identify trends and variances in financial data.

#### **3. Audit and Compliance Assistance:**

- Assist in preparing documentation for internal and external audits.
- Support compliance efforts by ensuring adherence to financial policies and regulations.
- Help implement audit recommendations and corrective actions.

#### **4. Financial Administration Support:**

- Provide general administrative support to the finance department.
- Assist in maintaining financial files and records.
- Support other ad-hoc tasks and projects as assigned by the Assistant Manager Finance.

## **Key Competencies**

1. Attention to detail and accuracy in financial tasks.
2. Strong analytical and problem-solving skills.
3. Ability to prioritize tasks and manage time effectively.
4. Excellent communication and interpersonal skills.
5. Proactive and eager to learn attitude.

## **Qualifications**

1. Bachelor's Degree in Finance, Accounting, Business or any other related course.
2. CPA/ ACCA qualification will be an added advantage.

**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 29<sup>th</sup> March 2024.  
Only shortlisted candidates will be contacted.**