



**Job Ref. No.**                **JHL023**

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

---

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 **Jubilee Holdings Limited**. The position holder will report to the **Finance Manager** and will be based at our Head Office in Nairobi.

---

### **Role Purpose**

The role holder will provide essential assistance in a range of responsibilities and functions in the Finance department under the supervision of the Finance Manager. This includes everyday financial tasks, involvement in financial analysis and reporting as well as assisting in ensuring the accuracy of financial records.

### **Main Responsibilities**

1. Assist in financial data entry, including invoices, expense reports, and donations.
2. Support in the reconciliation of accounts payable and accounts receivable.
3. Aid in the preparation of financial statements and reports for internal and external stakeholders.
4. Assist in budget tracking and monitoring expenditure against budgeted allocations.
5. Participate in financial audits, providing necessary documentation and support.
6. Help maintain organized financial records and documentation.
7. Contribute to the analysis of financial data to identify trends and insights.
8. Assist in the implementation and improvement of financial policies and procedures.
9. Support in grant financial management, including budgeting and reporting.
10. Collaborate with other departments to ensure financial information accuracy and alignment with organizational goals.

### **Key Competencies**

1. Attention to detail and accuracy in financial tasks.
2. Strong analytical and problem-solving skills.
3. Ability to work effectively in a team environment.
4. Excellent communication skills, both written and verbal.
5. Adaptability and willingness to learn new skills.
6. Time management and ability to prioritize tasks effectively.
7. Integrity and commitment to maintaining confidentiality in financial matters.

### **Qualifications**

1. Bachelor of Commerce in Accounting or Finance
2. Proficient in Excel

**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 13<sup>th</sup> May 2024  
Only shortlisted candidates will be contacted.**