



**JOB:** Senior Accountant

**GRADE:** E

**DEPARTMENT:** Finance

**REPORTS TO:** CEO

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**PURPOSE:**

Responsible for the IFRS 17 reporting workflow ensuring data validation, quality and accuracy are maintained. The role is also responsible for the timely preparation and updating of the financial statements for adequate disclosures and changes based on the current regime of IFRS. The role is responsible for preparation of board and management reports as well as supporting the Finance Manager with regulatory reporting and monitoring of controls.

**PRIMARY RESPONSIBILITIES:**

- Prepare monthly IFRS 17 reporting finance data and work with the actuarial team to validate and ensure accuracy.
- Prepare IFRS 17 compliant management and statutory financial reports.
- Prepare IFRS 17 compliance RBS returns.
- Review adequacy of operational and financial controls in the business (systems, processes and people) and recommend changes to the management;
- Review returns to the regulator and other statutory bodies on monthly, quarterly and yearly;
- Review the completeness of the asset register and confirm that it is in line with the company accounts;
- Confirm investment in company assets are within company investment policy statement as guided by the Insurance Act and advice the fund management monthly;
- Review management and financial reports for completeness and preparation of board papers on a monthly and quarterly basis respectively;
- Prepare and compile company budgets annually and analyse financial reports and report variance against budget on a monthly basis;
- Oversee Expenses management, containment and austerity measures to achieve cost savings of a minimum 10% and overall expense ratio of a maximum 40%.
- Approve payments and check that all accounting transactions are posted to the correct cost centres;
- Coordinate external and internal audits;
- Development, implementation and reviewing of credit management strategies in line with the overall corporate strategic objectives;
- Development and implementation of credit management policy;
- Convening credit control committee and implementation of the committee's recommendation
- Setting cash target to ensure collection of outstanding premiums in line with policy provisions
- Present debtors report and bad debt provisions report to management.
- Manage cash flows, control costs and action on audit recommendations;
- Liaise with external stakeholders e.g. banks, URA, IRA towards enhancement of company operations.



## **GENERIC DUTIES**

- Carry out performance appraisal, coaching and mentoring staff;
- Resource allocation, staffing and leave approval;
- Participate in planning and budgeting for the department;
- Participate in various meeting and committees and acting as spokesperson on behalf of the company.

## **PERSON SPECIFICATIONS**

### **Academic Qualifications**

- Bachelor's degree in Finance, Accounting, Business or in a related field. A Master's degree an added advantage

### **Professional Qualifications**

- Professional qualifications such as CPA (U) is a MUST

### **Experience**

- Minimum of Five (5) years' relevant experience in a similar position, two (2) of which at supervisory level

### **Skills and Attributes**

- Excellent communication and presentation skills
- Problem solving skills
- Excellent interpersonal skills
- Leadership skills
- Good analytical skills
- Computer literate in MS Office and other office applications
- Knowledge of Business Environment