

## RE-ADVERTISEMENT KENYA REINSURANCE CORPORATION LIMITED VACANT POST IN COTE D'IVOIRE SUBSIDIARY

Kenya Reinsurance Corporation Limited (Kenya Re), is a leading reinsurer and is listed at the Nairobi Securities Exchange (NSE). It is ISO 9001:2015 Certified and ISO 27001:2013 Certified Kenya Re is rated B (Fair) by A.M Best and AA+ by the Global Credit Rating Company (GCR). Kenya Re now seeks to recruit and fill the following position for its regional office in Abidjan, Côte d'Ivoire.

### **ACCOUNTANT, WEST AFRICA – ABIDJAN OFFICE - KRC/HR/R6/2020/01** **Role Purpose**

The purpose of the role is to prepare, develop and analyze key financial information to facilitate the Management's decision-making. The position will provide high-quality support by liaising with other departments on all finance matters, budgetary management and control. The role holder will be responsible for financial reporting and submission of statutory returns to authorities.

### **PRIMARY RESPONSIBILITIES**

- Monitoring and enhancing Accounts Payables process to ensure all invoices are timely and accurately paid;
- Dealing with debt collection processes to ensure timely claim recoveries and premium collections;
- Preparing the subsidiary's annual financial budget;
- Preparing the monthly payroll;
- Ensuring the Corporation is fully compliant on all taxation issues and ensure all deadlines are fully met;
- Allocating and matching of reinsurance receipts and payments and managing the petty cash;
- Preparing monthly bank reconciliations;
- Coordinating the tagging of Fixed Assets upon acquisition, prior to assignment and payment for the same;
- Recording all Fixed Asset acquisitions, retirements and transfers as well as monthly depreciation in Oracle always ensuring all information is up-to-date;
- Monthly reconciliation of all vendor accounts within set deadlines;
- Filing of all accounts payable and receivable documents on a timely basis and in an easily retrievable manner;
- Preparing accounts schedules for internal, interim and annual audits and timely resolution of audit queries; and
- Any other duties assigned by the Management.

### **PERSON SPECIFICATIONS**

- Applicants should be holders of a Bachelor's degree in Finance and Accounting from a recognized university;
- They should possess a Masters BAC plus 5 (i.e.) Master 2 in either of the following - Public Administration, Finance and Accounting, Economics, Audit and Control or have a higher diploma i.e. DSCG (Diplome superieur en Comptabilite et Gestion) an equivalence of a certified accountant Expert comptable.
- Possession of ACCA -will be an added advantage
- They should have 5 years of experience working in the Ivorian environment or abroad.
- Perfect understanding of the Ivorian tax system and has relative work experience in that field;
- Masters the OHADA accounting policies;
- Capable of using accounting systems such as - SAGE, QUICKBOOKS OR SAARI etc.
- Knowledge in drawing financial statements;
- Capable of writing and monitoring budgets;
- Understands the labor laws and Ivorian social security system;
- In addition, they should have the ability to meet strict deadlines and work without supervision, have excellent knowledge and hands-on working experience in operating MS Office suite as well as experience in working with Oracle Financials;
- They should have a thorough understanding of relevant Financial Reporting Standards; Knowledge of application of International Financial Reporting Standard (IFRS) will be an added advantage;
- They should have excellent interpersonal and communication skills, be able to operate in a performance driven environment and be a team player with the ability to work under pressure to meet deadlines; and
- The applicant should be a person of high work ethics and integrity. Bilingual English and French speaking will be an added advantage;
- Applications to be in both English and French.

**Kenya Re is an equal opportunity employer and does not discriminate on the grounds of gender, colour, race, religion, natural origin, age or physical disability. An appropriate remuneration package will be offered to successful candidates.**

**Those who previously applied need not to re-apply.**

**Applicants should indicate on the CV their current/last salary and whether they are persons living with disability. They should post or email as attachments their CV and cover letter quoting the relevant.**

**The Human Resource Manager,  
Kenya Reinsurance Corporation Limited,  
P. O Box 30271, 00100 GPO  
NAIROBI  
Email: [hr@kenyare.co.ke](mailto:hr@kenyare.co.ke)  
Closing Date: 30<sup>th</sup> September 2020**



Kenya Re is ISO 9001:2015 and ISO 27001:2013 Certified  
Rated B (Fair) by A.M Best International Rating Agency and  
AA+ by Global Credit Rating (GCR).

