



KENINDIA

ASSURANCE COMPANY LIMITED
General Business | Life & Pensions | Health



Job Vacancy

The business seeks to fill the following vacancy:

Accountant - Reconciliation

Reporting to Finance Manager

JOB PURPOSE

To maintain accurate financial records by reconciling bank statements with internal accounting ledgers, identifying discrepancies, and ensuring timely resolution. This role is essential for safeguarding assets, preventing fraud, and supporting audit readiness.

The Officer will also be responsible for monitoring branch collection reports

PRINCIPAL ACCOUNTABILITIES

- Monitor Daily Receipts, monitoring branch accountants banking and receipting reports
- Review all daily transaction entries to verify the correctness and completeness of the captured data and advise on required actions;
- Reconciliation and signoff of bank accounts
- Liaise with internal departments (finance, operations, IT, underwriting and business) to resolve reconciliation issues within allowed TAT
- Investigate and resolve discrepancies in financial data between internal systems and external parties (e.g. banks, brokers) in a timely manner
- Maintain accurate records of reconciliation activities and adjustments.
- Prepare and maintain reconciliation reports and summaries for management review.
- Escalate unresolved issues and aged reconciling items appropriately.
- Ensure timely follow-up and clearance of outstanding items in reconciliation
- Tracing and pursuing long outstanding items

MINIMUM QUALIFICATIONS - KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, or related field
- Professional certification (CPA, ACCA) is an added advantage
- 2+ years of experience in accounting or finance,
- Proficiency in accounting software (e.g., QuickBooks, Sage, SAP)
- Basic working knowledge of MS Office applications (Excel, Word)

SKILL AND COMPETENCIES

- High attention to detail with ability to manage multiple priorities
- Excellent organizational skills and ability to prioritize tasks
- Ability to communicate effectively and confidently with stakeholders at senior level
- Discreet and ethical with a strong sense of responsibility and integrity and ability to maintain confidentiality
- Strength of character and personal presence to be able to interact with senior management
- Proactive and self-motivated, with strong problem-solving abilities.
- Collaborative and able to work with cross-functional teams.

Submit your application by logging in to <https://kenindiahr.peopleshr.com/jobportal>
no later than **26th March 2026** at **5:00 p.m.**



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Your Stability, Our Priority