



KENINDIA

ASSURANCE COMPANY LIMITED
General Business | Life & Pensions | Health



Job Vacancy

The business seeks to fill the following vacancy:

Pension Scheme Fund Accountant

Reporting to Head of Pensions

JOB PURPOSE

The role is responsible for ensuring effective administration, financial management, and regulatory compliance of pension schemes in line with statutory and company requirements. It involves managing client onboarding, maintaining accurate member records and scheme data, processing contract endorsements, and supporting the preparation of financial statements, valuations, and scheme reports. The role also ensures timely filing of regulatory returns, tax obligations, and RBA levies, while maintaining the integrity of scheme transactions and documentation. Additionally, the position supports trustees through financial reporting, audit coordination, and participation in Board of Trustees meetings and AGMs.

PRINCIPAL ACCOUNTABILITIES

- Ensure compliance of the pension schemes in line with both statutory and company policies.
- Ensure on boarding of new clients and sponsors within stipulated timelines and as per the company compliance requirements and ensure timely delivery of policy documents and deed of adherence to the customers within Tats.
- Processing Endorsement change requests to insurance contracts while adhering to set procedures and guideline
- Facilitate continuous data clean-up of clients' personal information.
- Ensure customer data quality and compliance through validation and Verification of customer data through lines of business during on boarding
- Present audited scheme accounts during clients' Board of Trustee meetings / AGM.
- Assist in the preparation of Deposit Administration monthly valuation data
- Assist in preparation and filing of Scheme Financial Statements
- Prepare and file income tax returns and RBA levies within the stipulated deadlines
- Maintain and manage the integrity of all scheme transactions, documentary support and maintenance of scheme fund statements

- File scheme Returns of Contributions and investment returns with the Retirement Benefits Authority within stipulated deadlines
- Carry out regular Pension account reconciliations of members and scheme balances.

MINIMUM QUALIFICATIONS - KNOWLEDGE AND EXPERIENCE

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.

Professional Qualifications

- Professional qualification CPA, ACCA, or equivalent, often with specialized pension training.
- At least 5 years of relevant experience
- Knowledge of RBA Regulations
- Knowledge of pension Taxation Law.
- Proficiency in MS Excel and accounting systems (e.g., Dynamics 365, SAP).

SKILL AND COMPETENCIES

- Competence
- Analytical skills
- Problem solving skills
- Data entry skills

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

Your Stability, Our Priority



We are now ISO 9001 Certified