

## Accounts Assistant, Finance & Administration at Minet Kenya

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

Minet is a trusted pan-African advisor that meets the uncertainties of tomorrow by delivering risk and human capital solutions today. As the largest Aon Global Network Correspondent, Minet has access to a network of over 50, colleagues in countries as well as proprietary data, research and analytics which enable us to manage and secure the risks of tomorrow and provide clients with an unrivalled advantage.

### Purpose for the Job

To manage underwriters accounts, reconcile general ledger and subledgers within stipulated deadlines.

### Duties and Responsibilities

#### Underwriter Management

Conduct monthly reconciliation of premium payable and premium receivable accounts, as well as regular meetings with underwriters to ensure correct premium payment allocation.

Oversee daily premium collections in the system and guarantee accurate premium payment processing.

#### Reconciliations

Reconciliation and preparation of monthly investment income.

Reconciliation of insurance balances between the company with the assigned underwriter.

Monthly reconciliation and analysis of assigned

General Ledger account.

Reconciliation of intercompany accounts and ensure signed off for payment recoveries.

### **Reporting**

Preparation of management accounts and consolidated financial statements.

### **Key Competencies**

#### **Knowledge And Skills Required**

Good problem solving and analytical skills.

Good communication and interpersonal skills.

Knowledge of Insurance Regulatory Authority

Regulations (IRA)

Attention to details.

Knowledge of applicable tax laws.

Good planning and organizational skills

Excellent report writing skills.

### **Professional and Academic Qualifications**

Bachelor's degree in business related field

Certified Public Accountants (CPA Part 1) /Association of Chartered Certified Accountants (Level 1)

[Apply Now](#)

### **Cross References and Citations:**

1. [Accounts Assistant, Finance & Administration at Minet Kenya](#)  
[Thejobsnearme Jobs Kenya](#)  
[Thejobsnearme](#) ↗

2. **Accounts Assistant, Finance & Administration at Minet Kenya**  
**Techcompanyjobfinder Jobs Kenya Techcompanyjobfinder ↗**
3. **Accounts Assistant, Finance & Administration at Minet KenyaKenyajobsJobs Kenya**  
**Kenyajobs ↗**
4. **Accounts Assistant, Finance & Administration at Minet KenyaChristmasjobs Jobs**  
**KenyaChristmasjobs ↗**
5. **Accounts Assistant, Finance & Administration at Minet KenyaWashingtondcjobs**  
**Jobs Kenya Washingtondcjobs ↗**
6. **Accounts Assistant, Finance & Administration at Minet KenyaCounselorjobsJobs**  
**KenyaCounselorjobs ↗**
7. **Accounts Assistant, Finance & Administration at Minet KenyaSupervisorjobsJobs**  
**KenyaSupervisorjobs ↗**
8. **Accounts Assistant, Finance & Administration at Minet KenyaInternjobs Jobs Kenya**  
**Internjobs ↗**
9. **Accounts Assistant, Finance & Administration at Minet KenyaAstronomyjobs Jobs**  
**KenyaAstronomyjobs ↗**
10. **Accounts Assistant, Finance & Administration at Minet Kenya Swedenjobs Jobs**  
**KenyaSwedenjobs ↗**
11. **Accounts Assistant, Finance & Administration at Minet Kenya Recruitmentjobs Jobs**  
**KenyaRecruitmentjobs ↗**
12. **Accounts Assistant, Finance & Administration at Minet Kenya HospitalityjobsJobs**  
**KenyaHospitalityjobs ↗**
13. **Accounts Assistant, Finance & Administration at Minet Kenya Legaljobs Jobs Kenya**  
**Legaljobs ↗**
14. **Accounts Assistant, Finance & Administration at Minet Kenya Biologyjobs Jobs**  
**KenyaBiologyjobs ↗**
15. **Accounts Assistant, Finance & Administration at Minet Kenya Educareer Jobs Kenya**  
**Educareer ↗**
16. **Accounts Assistant, Finance & Administration at Minet Kenya Sustainabilityjobs Jobs**  
**KenyaSustainabilityjobs ↗**
17. **Accounts Assistant, Finance & Administration at Minet Kenya Makkahjobs Jobs**  
**KenyaMakkahjobs ↗**
18. **Accounts Assistant, Finance & Administration at Minet Kenya SalesjobsnearmeJobs**

**KenyaSalesjobsnearme** ↗

19. **Accounts assistant, finance & administration at minet kenya** Jobs Kenya ↗
20. **AMP Version of Accounts assistant, finance & administration at minet kenya** ↗
21. **Accounts assistant, finance & administration at minet kenya** Kenya Jobs ↗
22. **Accounts assistant, finance & administration at minet kenya** Jobs Kenya ↗
23. **Accounts assistant, finance & administration at minet kenya** Job Search ↗
24. **Accounts assistant, finance & administration at minet kenya** Search ↗
25. **Accounts assistant, finance & administration at minet kenya** Find Jobs ↗

Source: <https://ke.expertini.com/jobs/job/accounts-assistant-finance-administration-at-mi-kenya-jobwebkenya-6eb49c6035/>

Generated on: 2024-05-06 by Expertini.Com