



African Trade Insurance Agency

Agence pour l'Assurance du Commerce en Afrique

Technical Accountant Assistant

Your main role will be to assist the Technical Accountant in the maintenance of accurate technical accounts, as per approved policies and procedures.

Primary Responsibilities

- Assist in processing all the business transactions from the underwriting department ensuring that the premium, commissions, acquisition costs and reinsurance premiums are captured accurately
- Ensure proper filing and safe custody of accounting documents
- Assist in reconciling reinsurance treaty returns with the accounting records before processing the payments
- Assist on reinsurers and brokers' payments and ensuring proper allocation of payments
- Assist in allocating premium receipts
- Assist in analyzing premium receipts and in determining any available free cash for investment purposes
- Perform bank reconciliations for premium and any other technical accounts
- Assist in booking bad debts
- Assist in requesting third-party statements and performing third-party reconciliations when possible
- Handle cash (petty cash, per diems, cash withdrawals & remittances) and cash deposits
- Assist in managing travel expenses
- Attend to audit queries as and when required
- Perform basic book keeping functions as may be requested
- Perform such other duties as may be assigned from time to time

QUALIFICATIONS & ATTRIBUTES

Academic Qualifications

- Bachelor of Commerce degree in Accounting or Finance

Professional Qualification

- Holds or working towards a Professional accounting qualification e.g. CPA, ACCA, CIMA

Experience

- At least two (2) or three (3) years of relevant experience
- Experience in the insurance sector would be an added advantage

Skills and attributes

- Basic knowledge of IFRS and accounting procedures
- Familiarity with accounting systems, preferably SAGE
- High degree of honesty and integrity

- Rigorous
- Ability to prioritize tasks
- Ability to work under tight deadlines
- Ability to work cohesively to achieve results through teamwork
- Computer literacy and familiarity with accounting systems, Excel and the other standard office computer applications.
- Good written communication skills