



EXCELLENT CAREER OPPORTUNITIES

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the needs of the insurance and reinsurance industry within the Sub-Region. ZEP-RE operates a Retakaful Window Office in Sudan. We are seeking a high calibre and results-oriented Sudanese professional to create growth, capacity, and competitive advantage in our business in the capacities of **Accountant**.

REF NO. AU/HR/SUD 001/23 – ACCOUNTANT

The role

Reporting to the Financial Reporting Accountant at ZEP-RE and administratively to the Manager Retakaful Window, the Accountant will assist in effecting the mandate of the office. He/She will specifically: -

- Maintain and update Financial files / Information
- Process receipts and payments
- Prepare budget performance reports
- Carry out bank reconciliations
- Reconcile cedant accounts and attend to correspondence
- Assist in the preparation of market performance reports regarding, but not limited to, collection of outstanding balances
- Technical accounts transaction booking
- Performing any other duties as will be assigned from time to time

THE PREFERRED CANDIDATE

- The preferred candidate should have:
- An Accounting / Business Degree from a recognized University and / or professional Accounting qualifications;
- Computer fluency in MS Office suite plus other Insurance / Reinsurance packages;
- At least 3 years of Accounting position preferably gained in an Insurance / Reinsurance company;
- Excellent communication, interpersonal and administrative skills;
- Be a team player;

Candidates who meet the above requirements should submit applications to HR & Admin Manager by **e-mail** attaching a detailed CV, scanned copies of academic and professional qualifications stating personal details of e-mail, telephone, **current remuneration** and three referees by 1:00 p.m. **Sunday 12th February 2023** to: recruitment@zep-re.com

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED