

Job Description – Technical Accountant

Job details	
Job title: Technical Accountant	Department: Finance
Supervisor: Senior Technical Accountant	Grade: SP2
About us: <p>ZEP-RE (PTA Reinsurance Company), an institution of the Common Market for Eastern & Southern Africa (COMESA). The Company was established in 1990 under the Preferential Trade Area, a precursor to COMESA, to develop insurance and reinsurance industries and support capacity building. The Company is headquartered in Nairobi, Kenya, with regional hubs in Zimbabwe and Côte d'Ivoire, and country offices in Uganda, Zambia, Ethiopia, Sudan, Rwanda, and the Democratic Republic of Congo.</p>	
Job Purpose <p>The Technical Accountant is responsible for ensuring the accuracy and completeness of clients' financial records in liaison with both clients and internal teams. The position supports effective credit management and timely premium collection to safeguard company resources.</p>	
Responsibilities and accountabilities	
<ol style="list-style-type: none">1. Maintain, process and reconcile technical accounts, including premium, claims, and reinsurance recoveries.2. Ensure timely and accurate billing, issuing client statements promptly to facilitate efficient premium collection.3. Validate and process reinsurance statements of account, bordereaux, and technical reserves.4. Follow up on the settlement of reinsurance premiums from cedants and markets as assigned.5. Provide clients with relevant financial information as required.6. Conduct premium and claims reconciliations, ensuring proper allocation and settlement7. Monitor reinsurance treaties and facultative agreements to ensure correct application of terms8. Implement internal controls to ensure the accuracy and reliability of clients' financial records.9. Assist in the preparation of monthly and quarterly financial reports.10. Assist in month-end and year-end financial close processes, including journal postings and reconciliations.11. Analyze technical accounts data to identify trends, discrepancies, and areas for process improvement.	
Minimum requirements	
<ol style="list-style-type: none">i. Bachelor's degree in Accounting, Finance, or a related field, with progression towards obtaining relevant certifications such as CPA.ii. Minimum of 2-4 years of experience in reinsurance accounting, technical accounting, or a related finance role.iii. Experience Industry experience in reinsurance or insurance is an advantage	
Core attributes	
<ol style="list-style-type: none">i. Strong analytical skills with the ability to interpret and reconcile financial data.ii. Excellent interpersonal skills and ability to collaborate effectively with internal and external stakeholders.	

Job Description – Technical Accountant

- iii. Knowledge of reinsurance practices and regulatory requirements is an added advantage.
- iv. High level of accuracy and attention to detail.
- v. Strong problem-solving and analytical skills.
- vi. Excellent communication and negotiation skills.
- vii. Ability to work effectively in a team-oriented environment.
- viii. Proactive approach to work with a focus on continuous improvement.

Relationships and working contacts

Internal –Cross-functional teams (Finance, Underwriters, Claims, Actuary) within ZEP-RE.

External – External clients and Reinsurance partners

Work environment

Office based

Interested candidates who meet the above requirements are invited to submit their applications by emailing a detailed cover letter and CV, outlining their suitability for the position to recruitment@zep-re.com by 21 February 2025. Please indicate 'Technical Accountant' in the subject line of your email. Only shortlisted candidates will be contacted.

ZEP-RE is an equal opportunity employer. We welcome applications from candidates across Africa, including but not limited to COMESA member states.