



JOB TITLE: Assistant Accountant - (2400002V)

Primary Location: Tanzania, United Republic of-Dar es Salaam-Dar es Salaam

Job Type: Permanent

Shift: Day Job

Contract Type: Full-time

Unposting Date: 13-09-2024

Number of Openings: 1

Job purpose

The role holder will be responsible for reconciliation of clients' accounts and ensure queries from intermediaries are promptly responded.

Key responsibilities

1. Cash flow management – Daily monitoring of customer accounts and ensure adherence to cash before cover policy, handle the collection of premiums and find the resolution of account queries.
2. Customer retention and loyalty - Timely payment of commission
3. Verification of premium payment before processing claim- No claim file not confirmed within 24 hours.
4. Allocating daily receipts to all customer accounts
5. Providing accounts information to internal departments
6. Intermediaries reconciliation- No unreconciled balances more than 30 days Send monthly reconcile statement to intermediaries,
7. Liaise with underwriters daily on funds received with no debit for timely postings.
8. Support all strategic initiatives that are in place which focus on premium collection and credit control issues for head office as well as for all the branches
9. Ensure all customers and direct clients /Agency queries are responded immediately. Ensure all commission reports are reconciled and paid by 1st week

of every month. Ensure all outstanding statements are sent by 10th of every month

10. Regional cooperation, expansion & other assignments:- Ensure all regional queries on credit control issues are responded immediately and all reports required from receivables are prepared on time
11. Deliver on performance requirements as defined in the departments' strategy map, balanced scorecard and Personal Scorecard.
12. Performing other duties as assigned by the supervisor

Key Performance Measures

- Debtors ratio
- TAT for commission payment
- TAT for allocation of receipts
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- TAT for allocation of receipts
- TAT for reconciliation of intermediary balances

Working Relationships

Internal Relationships:

- Responsible to Accountant – Credit Control
- Required to liaise and work closely with claims, underwriting & sales departments

External Relationships:

- Brokers, Agents, Banks and direct customers
- TIRA

TAT for reconciliation of intermediary balances

Knowledge, experience and qualifications required

1. Bachelor degree (Accounting and Business related options preferred)
2. Knowledge of insurance regulatory requirements
3. Knowledge of Britam products

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