



GHANA REINSURANCE COMPANY (K) LTD JOB ADVERTISEMENT

Ghana Reinsurance Company (Kenya) Ltd (GhanaRe-Kenya), a subsidiary of Ghana Reinsurance Plc; and your African reinsurer of choice, seeks to fill the following position for its office in Nairobi.

FINANCE OFFICER

Job Purpose

To ensure accurate, timely, and compliant financial operations through effective management of accounts payable, fixed assets, tax compliance, general ledger reconciliations, treasury and investments, as well as supporting management reporting, budgeting, and ad hoc financial analysis. This role enhances the company's financial control environment, supports informed decision-making and compliance with statutory and regulatory requirements.

Key Responsibilities

- ▶ **Accounts Payable:** Verify and process supplier invoices, reconcile vendor statements, and ensure timely payments.
- ▶ **Fixed Assets Management:** Maintain the fixed asset register, process additions/disposals, depreciation and support physical verification exercises.
- ▶ **Tax Compliance:** Prepare and file tax returns (corporation tax, VAT, withholding tax), reconcile tax accounts, and ensure compliance with Kenya Revenue Authority (KRA) requirements.
- ▶ **General Ledger Reconciliations:** Prepare reconciliations for bank accounts, control accounts, and other balance sheet accounts; resolve variances promptly.
- ▶ **Treasury & Investments:** Maintain up to date investments register, monitor liquidity, assess and recommend investment opportunities, negotiate for best return rates, process investment placements, track maturities and interest accruals, and prepare treasury forecasts.
- ▶ **Budgeting & Reporting:** Support monthly and quarterly financial reporting, assist in preparing annual budgets, and monitor performance against budget with variance analysis.
- ▶ **Dashboard Reporting:** Weekly dashboard reporting on all Key performance indicators and monitoring against actual performance with variance analysis
- ▶ **Ad Hoc Analysis:** Prepare financial analyses to support decision-making, audits, and strategic initiatives.
- ▶ **Audit & Regulatory Support:** Assist in preparing schedules, reconciliations, and supporting documentation for internal and external audits, as well as regulatory reviews. Respond to queries promptly, support implementation of



agreed audit recommendations within own areas of responsibility and help strengthen financial controls and compliance processes.

► **Audit Findings Tracking & Closure** - Maintain an audit issues register and track progress on internal and external audit findings to ensure agreed actions are implemented within approved timelines. Provide periodic status updates to Management and support timely closure of findings ahead of the next audit cycle.

Qualifications

Qualifications and Professional Experience

- Bachelor's degree in Accounting, Finance, or Economics from a recognized University.
- CPA/ACCA or any other professional accountants' qualification recognized by the Institute of Certified Public Accountants of Kenya (ICPAK);
- Minimum 5 years' relevant, hands-on, progressive experience in finance or accounting, preferably within insurance, reinsurance, or Audit.
- Proven experience supporting monthly and quarterly financial close and reporting, including preparation of schedules, reconciliations, and management reports.
- Hands-on experience with accounts payable, fixed asset management, and general ledger reconciliations.
- Experience participating in annual budgeting processes, including consolidation, budget monitoring, and preparation of variance explanations.
- Ability to perform financial analyses to support management decision-making, audit requirements, and strategic initiatives.
- Proficiency with accounting systems and strong MS Excel skills. Experience in using Infor Sun Systems will be an added advantage
- Treasury or investment accounting experience will be an added advantage.

Key Competencies

- High ethical standards and personal integrity.
- Strong technical accounting and analytical skills.
- High attention to detail and commitment to accuracy.
- Excellent planning and organizational ability to meet strict deadlines.
- Strong problem-solving orientation and initiative.
- Team player with effective collaboration skills.
- Excellent written and verbal communication skills.
- Ability to adapt quickly in a challenging and fast-paced multi-cultural environment.



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**GHANA
REINSURANCE
COMPANY LTD.**
KENYA REGIONAL OFFICE

How to Apply

If you meet the above requirements and are excited about contributing to a dynamic and growing reinsurance company, please send your application (cover letter and detailed CV including contact details of three professional referees) to: hrfinance26@gmail.com with the subject **FINANCE OFFICER-KENYA**.

Closing Date: 10th February 2026 at 5.00pm EAT



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