

<b>JOB TITLE</b> : Head Finance	<b>REPORTS TO</b> : Chief Executive Officer
<b>DEPARTMENT</b> : Finance	<b>SUPERVISES</b> : The entire staff in the Department of Finance.
<b>SCALE</b>	<b>LOCATION:</b> Head Office

<b>SUBJECT</b>	
<b>JOB SUMMARY</b>	<p>To contribute to the attainment of the Institute’s business objectives by:</p> <ol style="list-style-type: none"> <li>1. Providing strategic direction in the areas of financial management</li> <li>2. Oversee the development of all necessary policies and procedures to ensure standardization in these areas.</li> <li>3. Ensuring all the financial resources and Financial Records of the Institute are managed efficiently and effectively.</li> </ol>
<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>	<p><b>Strategic Direction</b></p> <ol style="list-style-type: none"> <li>1. Contribute to the achievement of the Institute’s business objectives by providing advice and guidance on strategy</li> <li>2. Initiate the development of strategies that will support the achievement of organizational mission, core values and business objectives</li> <li>3. Provide ongoing advice to Board members on business and financial issues.</li> </ol> <p><b>Stakeholder Management</b></p> <ol style="list-style-type: none"> <li>4. Co-ordinate timely preparation of accurate annual financial statements.</li> <li>5. Liaise with external auditors and arrange for timely review of the financial statements</li> <li>6. Ensure the timely preparation, review and submission of both annual year plan and budgets</li> <li>7. Continuously monitor and review the financial position of the Institute to confirm value for the business</li> <li>8. Provide financial reports to management and the Board</li> <li>9. Manage the processing, payment and reconciliation of all suppliers.</li> <li>10. Manage all aspects of fixed asset accounting, ensuring that amounts ultimately recorded in the general ledger are correct.</li> <li>11. Monitoring all Balance sheet and Income Statement account movements and ensuring that they reflect the correct balances and all relevant account reconciliations are performed and corrective actions are taken in a timely manner.</li> </ol> <p><b>Management Reporting</b></p> <ol style="list-style-type: none"> <li>1. Ensuring that all internal and external reporting requirements are timeously met, including preparation of monthly and quarterly accounts, and Statutory Annual Financial Statements,</li> <li>2. Being the custodian of the General Ledger, Chart of Accounts, and the central repository for all Financial and Management information for the Institute.</li> </ol>

SUBJECT	
	<ol style="list-style-type: none"> <li>3. Monitoring all Balance sheet and Income Statement account movements and ensuring that they reflect the correct balances and all relevant account reconciliations are performed and corrective actions taken timeously.</li> <li>4. Manage all aspects of fixed asset accounting, ensuring that amounts ultimately recorded in the general ledger are correct.</li> <li>5. Preparation of monthly commentaries on IIU results, including investigation into inconsistent and/or major variances.</li> <li>6. Facilitate the design and implementation of reporting systems to provide and communicate quality information.</li> </ol> <p><b>Treasury Management</b></p> <ol style="list-style-type: none"> <li>1. Draft strategies to raise funds in international and domestic capital markets and effectively administer borrowings and receipts ;</li> <li>2. Analyse and manage the currency and interest rate risks on IIU's balance sheet;</li> <li>3. Review and recommend best practices for the management of IIU's Asset and Liability Management (ALM) policies on liquidity, develop strategies for income management, currency management practices and course pricing;</li> <li>4. Ensure effective treasury operations and provide guidance on operational issues and IIU policies.</li> <li>5. Provide timely information and reports for ALCO business of the Institute</li> </ol> <p><b>Tax, capital &amp; Statutory Requirements</b></p> <ol style="list-style-type: none"> <li>1. Manage compliance with tax law in IIU and all tax aspects including withholding taxes, indirect taxes, PAYE and tax planning.</li> <li>2. Identification and evaluation of taxation risks within IIU</li> <li>3. Preparation of monthly and annual taxation computations and returns.</li> <li>4. Optimisation of IIU's taxation expense, by identifying areas of tax savings</li> <li>5. Manage the relationship and participate in selection of external taxation consultants serving IIU</li> <li>6. Ensure that the Institute's statutory audits are delivered in accordance with the statutory requirements</li> </ol>
<p><b>KEY PERFORMANCE INDICATORS</b></p>	<ol style="list-style-type: none"> <li>1. Identifying and developing long term strategy regarding the preparation of financial statements in terms of IFRS</li> <li>2. Management of identified and developed processes and strategies to facilitate the effective preparation of financial statements in terms of IFRS throughout the Institute</li> <li>3. Identifying and informing management of potential problems areas and recommending corrective action strategies in Time</li> <li>4. Advising the Audit Committee, Board, management and their staff on the accounting impact of IFRS issues in the financial statements</li> </ol>

SUBJECT	
	<ol style="list-style-type: none"> <li>5. Providing support and advisory services to Management, Audit Committee and the Board on all financial issues</li> <li>6. Keeping abreast with the best practices and legal requirement and align these with directorate reporting</li> <li>7. Coordinate the Institute's external Audit Plan</li> <li>8. Driving the discussion process for external audit significant findings &amp; table them to the Audit Committee</li> <li>9. Direct the activities of Procurement and Finance departments</li> </ol>
<b>REQUIREMENT</b>	<p><b>Minimum Education Qualification:</b></p> <ul style="list-style-type: none"> <li>• B.Com (Accounting/Finance) or Business Administration.</li> <li>• ACCA, CIMA, CFA, CPA is desired requirement</li> <li>• Business postgraduate qualification is an added advantage</li> </ul> <p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 years post qualification experience.</li> <li>• Work experience in a finance function.</li> <li>• Exposed to performance management and business planning.</li> </ul> <p><b>Required Competencies (Knowledge, Skills &amp; Abilities)</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills at senior management</li> <li>• Basic knowledge of contracts</li> <li>• Knowledge of Accounting Policies and Procedures</li> <li>• Analytical and problem -solving skills</li> <li>• Strategic thinking skills</li> <li>• Good managerial / supervisory skills.</li> <li>• Good interpersonal skills</li> <li>• Ability to analyze and evaluate data for acceptability and correctness.</li> <li>• Analytical mind with strong orientation to financial analysis.</li> <li>• Ability and experience in communicating with all levels of management regarding management information needs.</li> <li>• Good interpersonal skills required in liaising with people at different levels within the Institute.</li> <li>• Willingness to get involved in detail</li> <li>• Good planning and organization skills.</li> <li>• Strong report writing skills.</li> <li>• Dynamic self-starter with a personal ambition to succeed.</li> <li>• Ability to work under pressure to meet tight deadlines.</li> <li>• A person with high integrity.</li> <li>• In depth understanding of International Financial Reporting Standards.</li> <li>• Computer literacy and knowledge of personal computers and software packages such as MS Word, MS Excel, MS PowerPoint, MS Access. Working knowledge of financial modeling.</li> <li>• An appreciation and a good understanding of macroeconomics and external factors affecting the business strategies adopted, and market serviced by IIU.</li> </ul>

<b>SUBJECT</b>	
<b>JOB HOLDER</b>	Name (Signature/Date)
<b>APPROVAL</b>	Work is typically performed in an office environment.
	Finance Manager (Signature/Date)

<b>JOB TITLE</b> : <b>Accounts Officer</b> <b>DEPARTMENT</b> : <b>Finance</b>	<b>REPORTS TO</b> : <b>Head of Finance</b> <b>SUPERVISES</b> : <b>None</b> <b>LOCATION</b> : <b>Head Office</b>
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SUBJECT	DESCRIPTION
<b>JOB PURPOSE</b>	To support the department in ensuring that IIU has sound Financial management systems and that complies with relevant laws, regulations, policies and procedures and that Institute assets and resources are properly utilized.
<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Post all transactions in the Accounting System in a timely and complete manner.</li> <li>• Physically and electronically file all financial transactions in an orderly manner to ensure that they can be easily retrieved for decision-making.</li> <li>• Prepare payment vouchers with necessary prior approvals and supporting information and ensure they are approved by the relevant Officers.</li> <li>• Receipt payments from all forms fees and other cash/bank payments, issues a receipt to payee and posts the transaction into the accounting system.</li> <li>• Prepare bank reconciliation statements monthly and submit to the Finance manager for review and approval.</li> <li>• Reconcile all other accounts such as debtors, creditors and others</li> <li>• Backup financial transactions in the accounting software regularly (weekly/ daily).</li> <li>• Prepare Student and member bills and collect all fees/ payments as expected.</li> <li>• Receive bills from the suppliers and process their payments before they are reviewed by the Finance manager</li> <li>• Process payments for day to day office operations in line with the Institute’s procedures and guidelines.</li> <li>• Manage and regularly update the fixed assets register.</li> <li>• Participate in the preparation of the monthly and quarterly</li> </ul>

SUBJECT	DESCRIPTION
	<p>financial and management reports</p> <ul style="list-style-type: none"> <li>• Input the approved annual budget in the accounting software.</li> <li>• Participate in the preparation of financial statements for statutory external audit</li> <li>• Adequately prepare for external and internal audits and offer the required support during the exercise.</li> <li>• Files/submits PAYE, WHT, LST, NSSF and any other returns to the relevant authorities and ensures corresponding payments are made in a timely manner.</li> <li>• Prepare and deliver WHT Certificates to professionals from whom taxes are withheld</li> <li>• Follow up staff to ensure that activity advances are full accounted with valid and proper supporting documentation and retired in the accounting software</li> <li>• In consultation with the relevant departments, initiate procurements for goods and services at the Institute</li> <li>• With guidance from the Supervisor, set personal goals and performance plans, participate in regular feedback sessions and appraisals.</li> <li>• Perform any other duties as may be assigned from time</li> </ul>
<b>REQUIREMENT</b>	<p><b>Knowledge skills &amp; Experience:</b>  At least 3 years' experience in a similar or related position</p> <ul style="list-style-type: none"> <li>• Good Listening and Communication Skills.</li> <li>• Excellent People/ Interpersonal Skills</li> <li>• Excellent oral and written communication skills.</li> <li>• Excellent Computer Skills, Knowledge of Microsoft Office</li> <li>• Proficiency in QuickBooks accounting Software</li> </ul> <p><b>Education Qualification/requirements:</b></p> <ul style="list-style-type: none"> <li>• A minimum of a degree in Accounting, Business Administration, management, Finance or related field</li> <li>• Part or full ACCA /CPA</li> </ul>

SUBJECT	DESCRIPTION
JOB HOLDER	Name _____ Signature _____
APPROVAL	Work is typically performed in an office environment
	Head of Administration _____ <i>(Signature/Date)</i>

<b>JOB TITLE</b> : <b>Executive Assistant to CEO</b> <b>DIVISIONS</b> : CEO's Office	<b>REPORTS TO</b> : CEO <b>SUPERVISES</b> : CEO's Driver <b>LOCATION</b> : Head Office
<b>LAST UPDATE</b> :	

SUBJECT	DESCRIPTION
<b>JOB PURPOSE</b>	This position provides efficient, personal and confidential administrative and secretarial support to the Chief Executive Officer, the Board and its various committees.
<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>a) Provision of secretarial and administrative support to the Chief Executive Officer</li> <li>b) Travel arrangements for the Chief Executive Officer, and Board members.</li> <li>c) Preparation and dissemination of Board packs and its committees and other meetings as directed by Chief Executive Officer</li> <li>d) Agenda preparation and minute taking for EXCO and other meetings as directed by Chief Executive Officer</li> <li>e) Project Management: Undertake and assist in the completion of special projects as directed Events and meeting bookings for the Chief Executive Officer and Board members and staff as relevant.</li> <li>f) Reporting: Efficient and effective development of report and data templates to enable accurate and up-to-date information to be available to Executive Leadership Team in decision making processes.</li> <li>g) Record Management: Ensure good and effective document and record management in line with policies and procedures of the Institute</li> </ul>
<b>REQUIREMENT</b>	<p><b>Minimum Education Qualification:</b>            Minimum of Bachelor's degree in business management or any related field.</p> <p><b>Work Experience</b></p>

SUBJECT	DESCRIPTION
	<p>Minimum of 3-5 years cognate experience</p> <p><b>Required Competencies (Knowledge, Skills &amp; Abilities)</b></p> <ol style="list-style-type: none"> <li>1. Ability to build and maintain relationships with Board Members, Social skills to behave in a manner consistent with the level of the position and the organisations community standing.</li> <li>2. Excellent minute taking skills.</li> <li>3. Strong written and verbal communication skills.</li> <li>4. Exceptional word processing and Microsoft Office skills.</li> <li>5. Sound time management skills.</li> <li>6. Highly effective project management skills.</li> <li>7. Highly effective ability to participate in meetings and events at all levels of the organisation.</li> <li>8. Ability to effectively develop and maintain various data management systems.</li> </ol>
<b>JOB HOLDER</b>	<p>Name _____ Signature _____</p>
<b>APPROVAL</b>	<p>Work is typically performed in an office environment</p> <p>Head of Administration _____ (Signature/Date)</p>

<b>JOB TITLE</b> : <b>Examinations Officer</b> <b>DEPARTMENT</b> : <b>Examinations</b>	<b>REPORTS TO</b> : <b>Head of Examinations</b> <b>SUPERVISES</b> : <b>None</b> <b>LOCATION</b> : <b>Head Office</b>
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SUBJECT	DESCRIPTION
<b>JOB PURPOSE</b>	To provide support to the Examinations Department in its functions of students' admissions, registration, examinations & award of certificates while ensuring high security and integrity.
<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Provide daily guidance and counselling to students seeking information on the courses at IIU</li> <li>Assist in the admission and registration of students for the various programmes</li> <li>Prepare students' admission letters and Examination permits</li> <li>Assist in the verification exercise of student's academic documents and registering students for examinations in the various subjects</li> <li>Ensure timely issuance of Examination Timetables</li> <li>Assist in the preparation of examination questions and marking seminars</li> <li>Photocopying and packing examinations for all IIU's examination centres</li> <li>Capture students' marks into the database system</li> <li>Assist in the preparation of trainings for the Examiners</li> <li>Record minutes for the admissions Committee, Examinations &amp; Awards Committee and Examinations Management Committee</li> <li>Assist in the preparation for the graduation ceremonies</li> <li>Prepare day to day requisitions for the Examinations department</li> <li>Participate in creating &amp; sustaining partnerships with local and international peer institutions particularly in the area of examinations</li> <li>Print students' Certificates and result slips on completion of the programme</li> <li>Perform any other duties as may be assigned by the Head of Examinations</li> </ul>

SUBJECT	DESCRIPTION
REQUIREMENT	<p><b>Minimum Education Qualification:</b>  A degree in Education or a management related course from a recognized university.  A professional qualification in Insurance, with a minimum of a Certificate in Insurance from a recognized body.</p> <p><b>Work Experience</b>  At least five (5) years of work experience in the Insurance Industry.  Any work experience in a training institution will be of added advantage</p> <p><b>Required Competencies (Knowledge, Skills &amp; Abilities)High</b></p> <ul style="list-style-type: none"> <li>• level of competence in computer skills</li> <li>• Excellent oral &amp; written skills</li> <li>• Excellent Customer Care/service</li> <li>• Self- driven &amp; pays attention to detail</li> <li>• Good listening &amp; communication skills</li> <li>• Must be a team player</li> <li>• Ability to work under pressure</li> <li>• Ability to think strategically and be a good planner</li> </ul>
JOB HOLDER	Name <span style="float: right;">Signature</span>
APPROVAL	Work is typically performed in an office environment Head of Administration <span style="float: right;">(Signature/Date)</span>

<b>JOB TITLE</b> :	<b>Marketing &amp; Public Relations Officer</b>	<b>REPORTS TO</b> :	<b>CEO</b>
<b>DIVISIONS</b> :	<b>CEO's Office</b>	<b>SUPERVISES</b> :	<b>None</b>
		<b>LOCATION</b> :	<b>Head Office</b>

<b>SUBJECT</b>	<b>DESCRIPTION</b>
<b>JOB PURPOSE</b>	<p>To drive a disciplined and integrated communications and reputational strategy across IIU and position IIU as the leading Insurance training institution across the East African region.</p> <p>Plan, develop and project the corporate image of the Institute in line with the strategic direction of the Institute.</p>
<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>a) Develop marketing strategies and communicate the Institute's vision, goals and objectives and ensure alignment of unit's goals and activities</li> <li>b) Coordinate the development and review the annual marketing plan for the Institute in line with the projected growth levels, the existing business levels and Institute business plan and Policies</li> <li>c) Develop, review and monitor the Institute's market information system and make strategic recommendations in line with the growth projections and the existing business levels and Institute Policies.</li> <li>d) Stewardship of the measurement and evaluation of new product development.</li> <li>e) Plan, review and monitor the implementation of the brand building and consolidation strategies of the Institute and submit regular compliance reports in line with the core values of the Institute</li> <li>f) Stay abreast of industry and corporate developments, events and issues in support of the Institute's corporate image and responsibilities.</li> <li>g) Identify and focus on priority issues, and stakeholders as identified by Stakeholder Mapping &amp; Classification to drive the proactive management of the companies' reputation.</li> <li>h) Coordinate the planning, organizing and execution of corporate and social events.</li> <li>i) Develop and establish beneficial relationships with media houses, agencies etc., in support of the Institute's corporate image and reputation.</li> <li>j) Provide guidance and assistance to Business Units in the conduct of product/ service campaigns/ programs.</li> <li>k) Clearly define management responsibility for CSR (non-financial risks &amp; opportunities i.e. social, ethical and reputational risk) to balance societal and commercial expectations and provide open and transparent account of company CSR activity so as to improve CSR accountability and performance.</li> </ol>

SUBJECT	DESCRIPTION
REQUIREMENT	<p><b>Minimum Education Qualification:</b>                      Minimum of Bachelor’s degree in Commerce or Business Related Field and or professional qualification compulsory                      Development towards a Chartered Marketer is desirable</p> <p><b>Work Experience</b>                      At least five (5) years of work experience in the Insurance Industry.                      Any work experience in a training institution will be of added advantage</p> <p><b>Required Competencies (Knowledge, Skills &amp; Abilities)</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Knowledge of the Media Industry</li> <li>• Exceptional Communications Skills - Written &amp; Oral</li> <li>• Product Development knowledge</li> <li>• Knowledge and understanding of Branding</li> <li>• Marketing skills</li> <li>• Project Management Knowledge</li> <li>• Research skills</li> </ul>

<b>JOB TITLE</b> : Lecturer	<b>REPORTS TO</b> : Head of Training
<b>DEPARTMENT</b> : Training	<b>SUPERVISES</b> : <b>None</b>
	<b>LOCATION:</b> Head Office

<b>SUBJECT</b>	
<b>JOB SUMMARY</b>	<p><b>Main purpose of the post:</b></p> <p>Design and deliver quality teaching, research and consultancy programs in line with the Departmental mandate</p>
<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Review existing programmes and courses to meet existing demands and needs</li> <li>• Develop course materials for use in program delivery</li> <li>• Deliver courses to students</li> <li>• Set examinations, invigilate, mark and submit students' performance records to the Head of Department</li> <li>• Contribute to the program and administrative development of the Department</li> <li>• Participate in preparation of funding proposals</li> <li>• Participate and contribute in Departmental meetings</li> <li>• Participate in research activities of the Institute and its partners</li> <li>• Participate in the supervision of students on internship programme.</li> <li>• Writing research proposals, papers and other publications</li> <li>• Reading academic journals</li> <li>• Attending and speaking at conferences and seminars</li> <li>• Lecture planning, preparation and research</li> <li>• Checking and assessing students' work</li> <li>• Spear head career guidance and mentorship programs</li> <li>• Spearhead school outreach and development programs</li> <li>• Establish universities and other tertiary institutions Insurance clubs</li> <li>• Ensure the clubs are active</li> <li>• Recruit students for the Institute in the different forums of engagement</li> </ul> <p>Any other duties as assigned by the CEO and Head of Training</p>

SUBJECT	
<p><b>KEY PERFORMANCE INDICATORS</b></p>	<p><b>Key Results Areas</b></p> <ul style="list-style-type: none"> <li>• Develops curricular and quality teaching materials</li> <li>• Demonstrates acceptable knowledge and skills in program delivery</li> <li>• Sets and marks students examinations in timely manner</li> <li>• Participates effectively in program development</li> <li>• Demonstrates effective team membership skills</li> <li>• Demonstrates initiative for self-development</li> </ul>
<p><b>REQUIREMENT</b></p>	<p><b>Minimum Education Qualification:</b></p> <p>Either. A Master’s Degree and at least 2 years of teaching in a recognized institution of higher learning or 2 years of practical experience in the industry.</p> <p>Or: An honours Bachelor degree plus 5 years of teaching in a recognized institution of higher learning or 5 years of industrial, experience may be considered.</p> <p>Insurance professional qualification, knowledge, and experience (CII, ANZIF,IIU KII) is an added advantage.</p> <p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years post qualification experience.</li> </ul> <p><b>Required Competencies (Knowledge, Skills &amp; Abilities)</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Analytical mind with strong orientation to financial analysis.</li> <li>• Ability and experience in communicating with all levels of management regarding management information needs.</li> <li>• Good interpersonal skills required in liaising with people at different levels within the bank.</li> <li>• Strong report writing skills.</li> <li>• Dynamic self-starter with a personal ambition to succeed.</li> <li>• Ability to work under pressure to meet tight deadlines.</li> <li>• A person with high integrity.</li> </ul>