Job Description

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Job Title
Accountant — Insurance & Reinsurance Broker

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
Insurance

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Insurance: 7 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

Own the accounting function for the broking businesses: insurance broking accounts (IBA), client money and premium handling, insurer/reinsurer reconciliations, statutory and regulatory reporting, and management accounts that give the CEOs and Boards reliable, timely numbers.

Responsibilities

Broking Accounts (IBA)

- Maintain client and insurer/reinsurer ledgers; process premium bookings, brokerage recognition, endorsements, and return premiums accurately.
- Manage premium collection and allocation, statements of account, and timely settlement/remittance to insurers and reinsurers — including foreign currency remittances and supporting documentation for regulatory approval.
- Perform monthly reconciliations of client money/premium accounts, insurer/reinsurer balances, and bank accounts; investigate and clear aged items.
- Support credit control: ageing analysis, follow-up schedules, and escalation of overdue balances.

Financial & Regulatory Reporting

- Prepare monthly management accounts, cash-flow forecasts and budget-vs-actual analysis for both companies.
- Prepare TIRA statutory returns and other regulatory filings accurately and on time; support TRA compliance (VAT, WHT, corporate tax, payroll statutory deductions).
- Prepare year-end financial statements under IFRS and manage the external audit process.

Controls & Systems

- Maintain robust internal controls over client money, payments and payroll; document accounting procedures.
- Improve accounting systems and automation; safeguard data integrity between broking production records and the general ledger.

Education & Qualifications

Must-have

- CPA (T), ACCA or equivalent professional accounting qualification
- 5+ years accounting experience, including 2+ years in an insurance or reinsurance broking environment (IBA / client money / premium accounting)
- Working knowledge of IFRS, Tanzanian tax compliance (TRA), and TIRA reporting requirements for brokers
- Strong Excel skills and experience with accounting software
- High integrity and discretion; ability to work across two related companies

Preferred

- Experience with multi-currency accounting and foreign premium remittances
- Experience preparing Board-level financial reporting
- Familiarity with broking/underwriting systems and bordereaux data

Characteristics

- Accuracy and reconciliation discipline
- Deadline reliability under month-end pressure
- Confidentiality and ethical judgement
- Process-improvement mindset

Reporting To

Chief Executive Officer

Driving Licence

Not Required

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