


## ASSISTANT FINANCIAL ANALYST POSITION

 Insurance Regulatory Authority Rima Rora Awa Taifa IRA	<b>JOB TITLE</b>	Assistant Financial Analyst
	<b>DIRECTORATE/ DEPARTMENT</b>	Directorate of Supervision
	<b>GRADE/LEVEL</b>	IRA 8
	<b>IMMEDIATE SUPERVISOR</b>	Senior Financial Analyst

### a) Job purpose

The position is responsible for assessing and monitoring the financial soundness of the industry, conducting macro-prudential surveillance, data analytics, reporting, and publication with the aim of protecting policyholders and insurance beneficiaries.

### b) Job Specifications

Duties and responsibilities will entail:

- (i) Compile statistics of insurers and check for completeness including: annual insurance statistics, quarterly insurance statistics, quarterly insurance industry claims statistics, Monetary Financial Statistics (MFS), Kenya National Bureau of Statistics’;
- (ii) Prepare periodic reports on performance, trends analysis and projections for the insurance industry including: monthly gross direct premium report, monthly summary of claims report, quarterly insurance industry report and annual insurance industry report;
- (iii) Conduct data validation of quarterly and annual insurance statistics to check on completeness and consistency of insurance data;
- (iv) Update various performance indicators, ratios and industry benchmarks and averages;
- (v) Analyse, evaluate and interpret insurers’ financial statements and returns to ensure disclosures regarding various insurance parameters such as insurance premiums, income, expenditure, assets and liabilities;
- (vi) Create monthly, quarterly and annual returns and recommend continuous updates to ensure the returns meet acceptable standards and that all the necessary disclosures are made;
- (vii) Conduct analyses on financial stability and macro prudential policy;
- (viii) Carry out regular macro stress tests and prepare documents for public communication of those tests;

- (ix) Participate in preparations for conducting research work in the field of financial stability, including collaboration with other institutions and professionals such as participating in FinAccess survey; and
- (x) Continuously evaluate financial returns to ensure they meet acceptable standards and that all the necessary disclosures are made

**c) Persons Specifications**

- (i) Diploma in Statistics, Insurance, or Accounting.
- (ii) Certificate in Computer Proficiency.
- (iii) Meets provision of chapter six of the Constitution.

**d) Competencies and skills**

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism