



Africa Specialty Risks Ltd is hiring a Junior Credit Controller.

Africa Speciality risks is a re-insurance company and provides comprehensive risk mitigating solutions through high quality underwriting to local and global customers across Africa and the Middle East, with operations in London, Mauritius, Bermuda, Morocco, Dubai. Since its launch, ASR participated in the de-risking of \$23 bn of projects and assets across 63 countries.

In addition to our Bermuda and Mauritius reinsurers, ASR's unique co-reinsurance model involves collaborating with local and international (re)insurance companies. In 2024, ASR launched Syndicate 2454, it is the first African focused syndicate writing business at Lloyd's. Across the group, ASR underwrites across Political Risk, Trade Credit, Political Violence & Terrorism, Property, Energy, Construction, Liability, Parametric and Treaty. ASR also offers an end-to-end captive solution to corporate and financial institutions.

ASR is backed by Helios Investment Partners' Fund IV and benefits from their extensive reach across Africa, as well as their knowledge and experience in our key markets.

Situated at 1st floor, Ebène Skies, Rue de l'Institut, Ebène, Mauritius

Duties are as follows:

Role Purpose:

Primary function is to contribute to the work of the Credit Control Team and closely co-operate with Finance Team to enable Credit Control Team to quickly respond to any challenges related to Team's performance.

The Person will require be working closely with the Team Management, assisting in planning and monitoring Team's activities.

Peron will be required to interact with Capacity Provider Manager, Credit Control Supervisors, wider Finance Team and Management as long as with the related third parties, so excellent communication skills are required.

The role sits within the Credit Control team.

Role Responsibilities:

- Work with CC team, participating into Credit Control daily activities and assisting Credit Control Team by providing administrative support to facilitate proactive Team Management and add efficiencies to the Credit control function overall.
- The person will have to be maintaining and monitoring Credit Control Team Timetable.
- Assisting Credit Control Team in issuing and distributing Debit Notes and Statement of Accounts.
- The person will be required to maintain Credit control Outlook Inbox, daily assigning tasks and checking for problematic queries and overdue items.
- The person will be scheduling Team internal and external meetings and assist in communication with internal and external parties.
- Providing ad hoc support to the wider finance and Credit Control team
- The person will be required to maintaining Credit Control set of folders making sure that data and reports are regularly saved and provide required level of transparency.
- Person would have to look after the process manuals and contact details folder making sure that all the processes are properly documented and kept up to date.
- Perform any other reasonable tasks as directed by the Manager.

Skills required for the role

- Experience working in admin support or a personal assistant role.
- Good understanding of the Credit Control function, not obligatory but is an advantage.
- The candidate must be proficient user of the MS Office applications.
- Knowledge of MS Team management tools not must but is an advantage.
- Experience of using Power Point is an advantage.
- Financial/Accounting degree is an advantage.
- The candidate must be a good communicator.
- Insurance experience is not a must but an advantage.

We are currently looking for degree holders in:

SC320A BSc (Hons) Mathematics
SC320B BSc (Hons) Mathematics with Statistics
SC320C BSc (Hons) Mathematics with Finance
SCE321 BSc (Hons) Mathematics with Computer Science
LM300 BSc (Hons) Accounting (Minor: Finance)
LM300E BSc (Hons) Accounting (Minor: Finance)
LM300M BSc (Hons) Accounting (Minor: Finance)
LM301M BSc (Hons) Accounting (Minor: Taxation)
LM302 BSc (Hons) Finance
LM303 BSc (Hons) Finance (Minor: Law)
LM303M BSc (Hons) Finance (Minor: Law)
LM304 BSc (Hons) Accounting (Minor: Management)
LM304M BSc (Hons) Accounting (Minor: Management)
LM305 BSc (Hons) Banking and Finance
LM305M BSc (Hons) Banking and Finance
LM306 BSc (Hons) International Business Finance
LM307 BSc (Hons) International Business Management
LM308M BSc (Hons) Accounting (Minor: Law)
LM320 BSc (Hons) Management
LM320M BSc (Hons) Management
LM322 BSc (Hons) Marketing Management
LM323 BSc (Hons) Management (Minor: Entrepreneurship)
LM432 BSc (Hons) Management (Minor: Finance)
LME302 BSc (Hons) Accounting (Minor: Business Informatics)
LME432 BSc (Hons) Management (Minor: Business Informatics)
SH350 BSc (Hons) Communication Studies with specialisation in Business Communication
SH425 BSc (Hons) Statistics (Part-Time)
SHLM301 BSc (Hons) Economics and Finance
SHLM302 BA (Hons) Economics and Law
SHLM308 BSc (Hons) Economics with Management

Duration: Full time

Remuneration: Remunerated

Working Days/ Time: From Monday to Friday- 8:30 to 5pm

Send your CV/ Motivation Letter on: amy.hill@asr-re.com

By: 6th June 2025

Learn more on their company: <https://www.asr-re.com/>