



...empowering members for life

VACANCY ADVERTISEMENT

Society Vision: **To redefine financial wellness.**

Stima DT Savings and Credit Cooperative Society Limited (Stima Sacco) is a leading country-wide, fast-growing sacco, licensed and supervised by SASRA. To achieve its planned growth, the Sacco is looking for qualified and competent persons to fill the following vacancies:

1. ACCOUNTS ASSISTANT

Job Summary

Reporting to the Branch Operations Officer, the job holder will be responsible for ensuring efficiency and effectiveness of the management of branch finances by, among others: handling and reconciling petty cash, imprest; posting and updating of members' accounts with standing order remittances.

Key Tasks and Responsibilities:

1. Ensuring effective and efficient management of the branch finances.
2. Ensuring timely and accurate reconciliation of all branch accounts.
3. Collecting bank statements and posting on timely basis any requisite entries therein.
4. Posting, accurately, any reimbursements of branch petty cash and/ or Area Service Centre account imprests as may become necessary.
5. Posting of all branch payments in accordance with accounting policies and procedures.
6. Generating and issuing of branch periodic financial reports.
7. Carrying out accurate and timely posting of Area Service Centers reimbursements.
8. Assisting in the branch budgeting and forecasting exercises and issuance of variance reports.
9. Carrying out members' funds transfer instructions as per policy.
10. In the absence of the branch operations officer, carrying out the delegated duties in accordance with policies and procedures.
11. Carrying out any other duties as may be assigned.

Qualifications

- Bachelors' Degree from a recognized institution.
- Diploma in Business Management or Banking, in combination with 3 years' qualifying experience, may be accepted in lieu of the Bachelor's Degree.
- CPA III or equivalent required.

- Minimum two (2) years relevant experience at an equivalent position in a financial institution.
- Excellent interpersonal, communication and presentation skills with the ability to interact effectively with all levels of management and staff,

2. SALES AND RELATIONSHIP REPRESENTATIVE

Job Summary

Reporting to the Sales & Relationship Officer, the job holder will be responsible for supporting the development and execution of the business, sales & marketing plan for the branch.

Duties and Responsibilities

1. Achieving the set individual targets in terms of numbers and values.
2. Supporting the organization and participating in sales and marketing events.
3. Disseminating relevant savings, loans, and services information to the Sacco members.
4. Cross-selling products/services to existing and potential members.
5. Identifying new sales and market segments.
6. Assisting in marketing research.
7. Participating in various outreach events such as member education, among others.
8. Submitting periodic sales reports in the prescribed manner.
9. Carrying out sales activation drives.
10. Capturing physical application forms in the Sacco Customer Relationship Management (CRM) system.
11. Ensuring the recruited member accounts are fully funded and active.
12. Establishing and maintaining sound member relationships.
13. Ensuring compliance with necessary due diligence and the Sacco Know Your Customer (KYC) policies.
14. Performing any other duties as may be assigned from time to time.

Qualifications

- Diploma from a recognized learning institution.
- A Bachelor's Degree in a business-related field will be an added advantage.
- Individuals with professional qualifications in sales and marketing will have an added advantage.
- At least one (1) year experience in sales and marketing.
- Computer literacy.

Interested Applicants should apply using the links provided below on or before 10th December 2021.

1. **Accounts Assistant** <https://forms.gle/wKBsDTUVsrsqJXGb7>
2. **Sales and Relationship representative** <https://forms.gle/amAn8JT9hrXqrp6i8>