

NAFASI DEPOSIT TAKING SACCO SOCIETY LTD

www.nafasisacco.co.ke

VACANCY

Nafasi Deposit Taking SACCO Society Limited hereby invites suitable candidates to be considered for the position of a **TELLER**. Online applications can be sent to recruitment@nafasisacco.co.ke in pdf format and must clearly state the job title. All applications must be received by 21th October 2022. For more information on the scope of work, Job Descriptions, job specifications and application requirements, please visit our face book page & website <https://www.nafasisacco.co.ke>

Position Summary:

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Job Title	Teller
Job Reference No.	NS/ST/1/2022
Location	Nairobi
Type of engagement	3 Years Contract (Renewable on performance)

Job Purpose:

He/She will be in charge of Deposit Taking /FOSA operations and implementation of Sacco strategies for growth and sustainability while meeting members' needs and expectation.

Job Description:

- a) Receiving cash deposits and cheques from customers to complete the transactions.

- b) Paying cash and cheques to customers to meet customers' needs
- c) Giving adequate and correct information to customers when such information is required.
- d) Contribute to the cost savings target of the society
- e) Maintaining of daily cash analysis for submission to the accountant for information and compliance
- f) Perform reconciliation pertaining to cash account ,general ledger accounts and various revenue and expenditure items
- g) Perform any other duties as assigned from time to time.

Qualifications:

- Diploma in Accounts or Finance OR CPA I Part II
- Have a minimum of two years' working experience in a busy accounting environment preferably in a financial institution.
- Be proficient in standard computer applications with working knowledge of a computerized accounting system (ERP)
- Experience for having worked in a Sacco or financial institution is an added advantage

Skills and Desired Qualities:

- a) Judgement and decision-making ability.
- b) Accuracy and attention to detail.
- c) Analytical Thinking
- d) Personal Effectiveness & Credibility
- e) Process Discipline & Quality Orientation

How to Apply

Online applications can be sent to recruitment@nafasisacco.co.ke and MUST clearly state the Job Title and Reference number as the subject. All applications must be received by 21st October 2022 at 5.00pm.