

WE ARE HIRING

TELLER

Requirement :

Diploma in Accounting, Finance, Insurance and Business administration or Degree in Accounting, Finance, Insurance , Business administration and other related field.

General responsibilities and duties:

- Cash handling in the SACCO
- Promotion of the SACCO

Key Responsibilities

- Receive and withdrawal deposits
- Ensure prompt quality services to members
- Promote SACCO's products and services
- Educate SACCO's members on the SACCOS' by laws, Cooperative Society Act and Rules
- Ensure adequacy and accuracy of all accounting operations performed
- Recruitment of SACCOS' members
- Contribute day to day activities in the SACCOS
- Participate actively and significantly in SACCOS' business development
- Keep and maintain proper financial records and accounting books in accordance with SACCOS' Law, Rules, By-Laws, United Republic of Tanzania National Microfinance Policy and International Financial Accounting Standard (IFAS)
- Comply with SACCOS' standards, norms, policies and procedures
- Ensure that the sorting of cash in the cash drawers (counters) is done according to the sorting policy
- Reconcile cash on a daily basis and report and investigate immediately any cash shortages or surplus
- Fill in properly the daily cash summary sheet
- Check that the deposit and withdrawal slips are filled in properly (date, passbook number, signatures, amount, type of transaction, authorization obtained, details, etc) and that their numerical sequence is complied with, if applicable.
- Ensure that cash in hand in the teller's drawer does not exceed the statutory maximum limit
- Maintain good relationship with other employees
- Protect confidentiality of SACCOS business and employees
- Perform any specific task and duty assigned by the SACCOS' CEO



APPLY NOW ➔

Send Your Resume to Us

recruitment@watsaccos.or.tz.

DEADLINE: DATE : 26 JUNE,2025



www.watsaccos.or.tz

