



## VACANCY ANNOUNCEMENT

### 8. Banking Officers (based up country)

Function: Operations

Reports to: Assistant Manager Operations

Purpose of the role: To provide efficient and effective banking services to customers

#### Key Result Areas

- Receives deposits from customers and ensures that proper amounts are posted in the system
- Pays out cash to customer and ensure that right amounts are posted in the system
- Identifies customers in line with know your customer policy
- Provides information and guidance to customers and answer all customer queries
- Balances days work and ensures that right amounts accompanied with the relevant Vouchers are lodged with the supervisor at the end of the day
- Ensures safe custody and regularly assesses cash in till
- Issues in house vouchers and deposit booklet
- Receives cheques and prepares daily reports
- Handle all money transfer transactions in the branch
- Promotes bank products and services through cross selling
- Handle e-banking related transactions

#### Minimum Requirement:

Bachelor's Degree/ Diploma in Business Administration, Commerce, Social Sciences and related fields.

- Ability to think critically, and make decisions
- Good interpersonal skills with ability to create lasting relationship with clients
- Must be flexible, fast learner with positive attitude.
- Computer literacy and familiarity with the Microsoft applications
- Knowledge of local language is essential

#### The following should accompany the application

- Detailed CV
- Certified copies of academic documents and testimonials
- Applicants address and day time telephone contact
- Postal/email address and daytime telephone contact of three referees of good standing in society.

Applications must reach the address below by **Friday 6<sup>th</sup> March, 2015 5.00pm**

Head Human Resources,