



VisionFund Tanzania Microfinance Bank Ltd (VFT MFB) formerly known as SEDA is a fast growing and reputable Micro Finance Bank (MFB), has a loan book of more than TZs. 28 billion and more than 30,000 customer base, more that 5,000 of them being small holder farmers. VFT-MFB is seeking to employ a dynamic and committed Tanzanian young men & women who have passion for people's economic development to fill in the vacant position detailed here below;

## **1. Position: Recovery Officers**

**Work reference no. 003/2023**

**Reporting to: Recovery Manager**

### **Responsibility:**

To investigate the reasons for loans non-repayment and write offs in centers and Recovery of bad/written off loans.

### **Main tasks**

1. Collects and recovers written off loans
2. Coordinates the recovery and sales of collateral
3. Collects outstanding non-performing loans of past 90 days
4. Properly documents loan recovery process
5. Ensures that the Branch/Business Centre meets the recovery targets

6. Coordinates the work of debt collectors, loan officers in all recovery exercises

### **Education/Experience**

- Bachelor Degree in Economics, Accounting, Marketing, Business administration and Community Development.
- A minimum of 2 years working experience in Microfinance (Loan/Recovery unit)

### **Special / Personal Abilities**

- Excellent character and unquestionable integrity Willingness and ability to efficiently work in a team Good oral and written communication skills
- Must be a self-starter, highly motivated, organized, and detail-oriented Model and demonstrates effective Christian leadership
- Good knowledge on economic and financial topics and sufficient experience in the loan business of VFT-MFB is added advantage Motor cycle driving license

## **2. Position: Management Accountant**

**Work reference no. 001/2023**

**Reporting to: Finance and Treasury Manager**

### **Responsibility:**

Preparation of Financial & Reconciliations and other reports for Internal and External Stakeholders including Management, Regulators and the Group

Analyses and Interprets financial information that helps to make business decisions to improves efficiencies

### **Main tasks**

1. Ensure compliance with the reporting requirements as per VFT MFB Policy and relevant regulations particularly the Central Bank reports

2. Prepares various reports for Management, VFI, Regulators and other stakeholders in accordance with the requirements and specified frequencies.
3. Analyses and Interprets reports to provide insights and recommendations regarding financial performance and compliance to various set limits
4. Monitor Covenants and Prepare Grant and similar reports for Donors and Lenders.
5. Provide input in the preparation of budget
6. Advise Finance Officers (payment) on budgetary control
7. Monitoring all costs to ensure that they are rational and advise payment officer on the relevant checks
8. Provides insight on various costs patterns and recommend ways to make savings (e.g. considerations on switching service providers and suppliers e.t.c)
9. Conducts various reconciliations of all key components of the Financial Reports (Internal Accounts) to ensure accuracy on month and year end/ closure process
10. Monitoring Suspense accounts to ensure all movements are correct and justifiable and also items are cleared in good time
11. Review and capturing of presented Loan write offs
12. Maintaining Head Office Accounts and Subsidiary ledgers for all assets and liabilities

### **Education/Experience**

- Certified Public Accountant (CPA-T) or Similar qualifications Bachelor in Accounting or similar qualification
- Must have a clear understanding of Microfinance industry or banking and technology
- Very good knowledge and comfort dealing with financial information
- Very good analytical & reporting skills
- Meet local regulatory requirements
- 3 years' experience in Banking or Microfinance operations

### **Special / Personal Abilities**

- Excellent character and unquestionable integrity Ability to do exact and detailed analysis for all loan applications Good negotiation skills and

highly determined to accomplish tasks Good Oral and written communication skills

- Must be a self-starter, highly motivated, organized, and detail-oriented Model and demonstrates effective Christian leadership

### **3. Position: Finance Officer (Reconciliation)**

**Work reference no. 002/2023**

**Reporting to: Finance and Treasury Manager**

#### **Responsibility**

Reconciliation and Follow up on Outstanding items

#### **Main Tasks**

- Perform Monthly Bank Reconciliations and submit the same to the Finance Manager by 5<sup>th</sup> of the following month
- Perform MNOs (Mpesa, Tigo and Airtel) on a daily basis and share the same to Finance Manager
- Make follow-up of the reconciliation items, provide status of the outstanding items, aging and action plan going forward
- Monitoring items in suspense accounts and ensure they are cleared within the set timelines
- Preparing and recommending items to be written-off/recognized as income on a quarterly basis
- Ensure sufficient funding of VFT Wallets with MNOs
- Engaging Banks and MNOs to obtain confirmation of signatories on semiannual basis and/or as needed
- Prepare proposals and keep track of the short term investments to ensure timely follow-up as they mature
- Custodian of FDR receipts
- Working in collaboration with the Risk Officer to conducting Liquidity Stress testing on a quarterly basis
- Performing due diligence for VFT Conduit banks and MNOs
- Any other duties as will be assigned by the supervisor

## **Education/Experience**

- Bachelor Degree in Banking and Finance & Bachelor Degree in Accounts
- Very good knowledge of oral & written English
- Very good analytical & reporting skills
- 2 years' experience in Banking or Microfinance operations
- CPA holder is an added advantage

## **Special / Personal Abilities**

Excellent character and unquestionable integrity Ability to do exact and detailed analysis for all loan applications Good negotiation skills and highly determined to accomplish tasks Good Oral and written communication skills

Must be a self-starter, highly motivated, organized, and detail-oriented Model and demonstrates effective Christian leadership

## **Mode of Application:**

Interested and suitably qualified individuals should forward their application letter, attaching copies of their academic and professional certificates; detailed CV's with three referees to; [vftHRstaff@vftz.co.tz](mailto:vftHRstaff@vftz.co.tz).

The position should be the subject of the email application.

OR; through the postal address below:

**The Chief Executive Officer,**

**VisionFund Tanzania Microfinance Bank Limited,**

**P.O. Box 1546,**

**Arusha, TANZANIA.**

The application should reach the undersigned not later than **20<sup>th</sup> January 2023.**