

### Internal & External Job Advertisement

<b>Job Title:</b> FOSA Teller	<b>Reporting to:</b> FOSA Manager
<b>Department:</b> FOSA	<b>Location:</b> Nairobi
<b>Grade:</b> Band 6	<b>Date:</b> 12 March 2024

#### **Kimisitu Sacco Ltd Overview**

Kimisitu Cooperative Savings and Credit Society Ltd 'the Sacco' is one of the fastest growing National Tier-1 Deposit Taking SACCOs in the region. The Sacco was registered in 1985 and is regulated by SASRA (Sacco Societies Regulatory Authority of Kenya).

Kimisitu Sacco has an open membership majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporates, Businesses, Chamas, and Investment groups in Kenya and diaspora. We are committed to championing the financial independence of all our members.

Kimisitu Sacco is seeking to recruit a dynamic, self-driven, and result-oriented individual to join our team in our fast paced, modern work environment, to fill in the above position:

#### **Position Summary**

Your will be responsible for delivery of all over the Counter services including receiving, disseminating of both cash and cheque services as well as expansion of existing member relationships through cross selling.

#### **Main Responsibilities**

- Receive and account for cash and cheque deposits from members, treasury, and other tellers.
- Make payments against proper authorization and procedure to various payees with valid demands and accounts for such payments appropriately and accurately.
- Positively identify all persons being paid and those making deposits across the counter.
- Specify the denominations and total amounts paid / received on the reverse/ face as the case may be.
- Use intelligence and instinct to verify the authenticity of the persons presenting instruments for payment for example identity cards, etc.
- Liaise with other staff to detect and report all suspicious cases of fraud and forgeries.
- Ensure that cash is always safe and the Teller's stamp is kept safely.
- Handle member enquiries such as balance enquiries and transaction enquiries to the satisfaction of members
- Organize the cubicle and the till in an orderly manner to provide the right working environment and image of the society.

- Ensure accurate records pertaining to FOSA operations are maintained.
- Perform any other duties as assigned from time to time.

#### **Knowledge: Qualifications & Experience**

- Diploma in Business Administration or its equivalent
- CPA, ACCA Part II
- A bachelor's degree in business management or its equivalent will be an added advantage
- A minimum of 3 years' experience in a financial institution.
- Minimum of C plain in O level

#### **Personal Attributes required for this role:**

- A person of integrity
- Good communication and interpersonal skills
- Excellent analytical and reporting skills
- Excellent problem solving and decision-making skills
- Attentive to details
- Self-driven and flexible
- Proficient in MS Office & excel.

#### **Key Relationships:**

##### **Direct Reports to this Role:**

- None

##### **Internal Contacts:**

- All departments

##### **External Contacts:**

- Members

#### **How to Apply**

Interested candidates meeting the above requirements should apply online by filling in the data form on this link <https://forms.office.com/r/Hc0u82G3gw> . After filling the data form, proceed and send an application letter and a detailed Curriculum Vitae (CV) to [jobs@kimitusacco.or.ke](mailto:jobs@kimitusacco.or.ke). Clearly state the subject of the email as FOSA Teller .

The data form must be filled in full. To be considered for this role your application must be received by C.O.B on **Thursday, 4<sup>th</sup> April 2024**. Only shortlisted candidates will be contacted.

***Kimisitu SACCO never asks for money in return for advancement in any recruitment process. If you are ever asked for a fee, please report to Kimisitu SACCO on 0709 136000 or [jobs@kimitusacco.or.ke](mailto:jobs@kimitusacco.or.ke).***

**[Kimisitu Sacco is an equal opportunity employer.](#)**

**[Kimisitu Sacco is ISO 9001:2015 certified.](#)**