NSSF CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

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P. O. BOX 43338-00100,
Nairobi, Kenya

ADVERTISEMENT FOR TELLER POSITION

JOB DESCRIPTION

We are a Deposit Taking SACCO Based in Nairobi regulated by SASRA seeking to fill the position of a resilient individual to join our team as a Sacco Teller and be at the heart of transforming financial aspirations into reality. As a key player in our member-centric Sacco, your role is pivotal in delivering exceptional service, managing transactions, and fostering financial inclusion who is detail-oriented, customer-focused apply now and be a vital part of our Sacco family!"

OVERALL, JOB PURPOSE

To ensure a seamless process of deposits and withdrawals of members/customers transacting over the counter.

ROLES AND RESPONSIBILITIES

- Receiving deposits and making withdrawals for customers in line with the policy and procedures.
- Implementing know your customer guidelines in all transactions.
- Receiving, posting and recording member's personal cheques in line with the policy and procedures.
- Carrying out agency banking and M-PESA services.
- Ensuring continuous reconciliation of cash in, cash out and carrying out end of day teller procedures.
- Filing of all deposits, withdrawal slips and other related documents.
- Selling and cross-selling of Sacco products.
- Providing delightful customer service experience to both external and internal customers.

KEY SKILL AND COMPETENCES

- Accounting skills
- Reconciliation skills
- Analytical skills
- Knowledge of KYC

- MS Office suite
- Communication and interpersonal skills
- High level of Integrity, commitment, and professional responsibility

ACADEMIC QUALIFICATIONS & EXPERIENCE

- A graduate in a business degree or related course
- Advanced excel skills
- CPA Part 1
- Knowledge of computerized banking systems.
- 1 year working experience

How to apply

Candidates who meet the minimum requirements are invited to send their application, a detailed CV including 3 referees and Certificates to hr@nssfsacco.co.ke by **4th March 2024**. Use the job title as the email subject. You are also required to fill and submit an online form: https://forms.office.com/r/tG7rMttqM9

Please note that failure to attach Certificates will lead to disqualification.

Only shortlisted candidates will be contacted.

Social Security House, Block 'C', Ground Floor, Bishops Road