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VACANCY ANNOUNCEMENT

Back Ground:

ACB Plc is a Christian Micro Finance Institution that started its operations in August 2006. It is licensed by the National Bank of Rwanda (BNR). Our vision is to be a leading Christian financial institution that contributes to holistic and sustainable development. Our mission is to bring holistic transformation into the community through quality financial services. Our values are quality service, transparency, integrity and accountability. Our commitment: **“Taking financial services closer to the people”**.

AMASEZERANO Community Banking (ACB) Plc is looking for qualified, competent, committed, proactive and self-motivated individual to occupy the Cashier positions:

Job title: Cashier

Number of positions: 4

Reporting to: Branch Operations Officer

Opening Date: 5th December 2025

Closing date: 15th December 2025

Job summary: Responsible for the accurate and secure handling of all cash and cash-related transactions (deposits, withdrawals and payments), ensuring compliance with internal controls, regulatory requirements, branch policies and delivering excellent customer service. Safeguard the institution's funds, maintain client trust, and contribute to operational efficiency.


Taking financial services closer to the people

I. KEY RESPONSIBILITIES

Roles and responsibilities include:

- Receive cash and check deposits from clients, process withdrawals and payments in accordance with internal operational policies and procedures and customer instructions;
- Accurately record all cash transactions in the core banking/ledger, maintain cash books and other records of cash movements;
- Ensure all cash and valuables under the cashier's control are kept securely, and that daily cash balances reconcile with system records and cash on hand;
- Close the cash drawer / till at the end of each shift/working day, prepare the daily cash status report, hand over to supervisor as required;
- Handle and appropriately file supporting documents including deposit slips, withdrawal vouchers, receipt books, etc., and maintain organized records for audit/inspection purposes;
- Comply with cash management security measures, internal controls, internal operational policies and regulatory requirements by guarding against fraud, mis-appropriation, money-laundering etc.;
- Provide excellent customer service. Welcome clients, answer basic enquiries about Bank products/services, guide clients through cash transaction procedures, serve within set timelines, etc.;
- Assist in cash forecasting and ensure timely replenishment of cash floats when required by liaising with Branch Operations Officer/Branch Manager;
- Participate in branch audit, inspection, and training sessions as required; escalate any irregularities or discrepancies to the supervisor immediately;
- Perform any other duties as assigned by the supervisor to support branch operations.

II. REQUIRED SKILLS AND EXPERIENCE

- ✓ Bachelor's degree in Finance, accounting, management; Economics and any other related Fields.
 - ✓ Minimum 1 year of working experience preferably in financial institutions;
 - ✓ Knowledge of accounting and banking practices and techniques or other skills contribute to the banking sector.
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- ✓ Ability to process transactions quickly and accurately in fast paced environment;
- ✓ Analytical skills;
- ✓ Verbal and communication skills;
- ✓ Interpersonal skills and client-focused mentality;
- ✓ Able to work with minimal or no supervision;
- ✓ Accuracy and discretion;
- ✓ Ability to work as part of a team;
- ✓ Written and verbal communication skills;
- ✓ Organizational skills;
- ✓ Multitasking skills;
- ✓ Time management skills;
- ✓ Computer literacy especially MS Word and Excel;
- ✓ Able to work under pressure;
- ✓ Aged below 35 years;
- ✓ Fluency in English and Kinyarwanda

How to apply

The interested candidates should submit their application documents (Application letter, updated CV, Academic certificates, ID copy, current criminal record certificate and original church recommendation letter signed by your church Pastor) to the ACB Plc Head Office via company email amasezerano@acb.rw, not later than **15th December 2025** (03:00 pm).

Note: Only shortlisted candidates will be contacted for the written and oral tests. If you do not hear from us 2 weeks from the closing date, consider your application unsuccessful.

Done at Kigali, 5th December 2025

Eraste NSENGIYUMVA
Managing Director

