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JOB ADVERTISEMENT

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. We are committed to taking financial services closer to the people.

AMASEZERANO Community Banking (ACB Plc) is recruiting for a competent, qualified, dynamic and self-motivated individual to fill the following position:

Job title: Cashier

Number of positions: 1

Reporting to: Branch Manager

Opening Date: 6th February 2025

Closing date: 19th February 2025

Job summary: Responsible for the day-to-day financial transactions that customers of the bank need to take care of, possess excellent basic mathematical/counting skills, as well as exceptional people skills, providing the first impression for a bank, making the customer feel safe, answering pertinent questions, and promoting the bank's services.



Taking financial services closer to the people

Roles and Responsibilities of HR & Administration Manager:

Roles and responsibilities include:

- Recording transactions which involve withdrawals, deposits, payments and preparing transaction reports;
- Balancing numbers at the end of the business day.
- Opening new accounts both current and saving accounts for the new clients joining the Bank;
- Promoting the Bank's products and services;
- Keeping customers' personal information confidential;
- Provide the customers with excellent service so that they continue to use the bank for all of their financial needs;
- Making the customer feel safe and answering relevant questions from customers;
- Communicate with other bank team members for proper execution of the duties;
- Performing document enquiries and resolving disputed transactions;
- Performing general duties in support of bank operations;
- Filling out paperwork/deposit and withdrawal slips;

Required skills and Experience

- Bachelor's degree in Finance, accounting or management;
- Having 1 year and above working experience on cashier position preferably in financial institutions;
- Knowledge of accounting and banking practices and techniques;
- 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;

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.rwn , not later than 19th February 2024 (03:00 pm).

Important Note:

ONLY shortlisted candidates will be contacted for interviews. If you do not hear from us within 2 weeks from the closing date, consider your application unsuccessful.

Done at Kigali, on 6th February 2025

Eraste NSENGIYUMVA
Managing Director

