

## **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 looking for qualified, competent, committed, proactive and self-motivated individual to occupy the Cashier position:

**Job title: Cashier**

**Number of position: 2**

**Reporting to: Branch Manager**

**Opening Date: 3rd October 2023**

**Closing date: 11<sup>th</sup> October 2023**

- **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.



○ **Key responsibilities**

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 (CV, Degree, certificates, Application letter, ID copy, and Original Church Recommendation letter signed by your church Pastor to the Head of Human Resources of ACB Plc, not later than 11<sup>th</sup> October 2023 (02:00 pm), at ACB Plc Head Office.

**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, 3 october 2023**

**Eraste NSENGIYUMVA**  
**Managing Director**

