



CAREER WITH BRAC TANZANIA FINANCE LTD

ADVERTISEMENT: EXTERNAL RECRUITMENT

BRAC TANZANIA FINANCE LIMITED (BTFL) is the largest Microfinance organization with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individuals to fill up the following position.

Job Location: Mwanza, Kagera, Geita, Mara

Job Title: Branch Accountant Interns

Job responsibilities:

- Preparation of vouchers, making payments, preparation of registers, preparation of monthly reports, maintaining registers.
- Ensure day-to-day updating registers.
- Cash Vs Bank reconciliation on a daily basis.
- Posting and daily update of the system.
- Review and correct all errors previously raised during regular visits and ensure the system matches documentation.
- Assets management includes asset reconciliation, tagging assets and physical verification of assets.
- To support Internal and External Audit and reply to the Audit report timely.
- Ensure the implementation of safeguarding standards in every course of action.
- Any other duties assigned by your supervisor

Required Qualifications and Experience:

- Graduate or diploma education level majoring Banking, Finance & Accountancy or any equivalent field from a recognized university.
- Fresh with field practical/study or 1 to 2 years or experience in Microfinance industry or from equivalent from other related programmes.
- Interpersonal communication skills (English & Kiswahili)
- Entrepreneurship knowledge, Skills and competencies
- Accounting skills, analytical mindset, Income Tax and financial law knowledge
- Conversant with Ms Excel, word and web related systems

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending in one (1) renamed PDF combining your updated CV, cover letter, and certified degree/ diploma & transcript certificate through email to: recruitment.tanzania@brac.co.tz with the subject "**Branch Accountant Intern**".

The application deadline is 18.04.2025

Only shortlisted candidates will be contacted.

******BRAC Tanzania is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at the workplace.***



CAREER WITH BRAC TANZANIA FINANCE LTD

ADVERTISEMENT: EXTERNAL RECRUITMENT

BRAC TANZANIA FINANCE LIMITED (BTFL) is the largest Microfinance organization with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking female applications from competent, dynamic, and self-motivated individuals to fill the following position.

Job Location: Mwanza, Kagera, Geita, Mara

Job Title: Community Organizer Interns

Job responsibilities:

- Organizing and managing clients to facilitate transactions with the organization and contribute to developing the portfolio of the branch.
- Admission of new clients according to target and facilitating loan disbursement to ideal borrowers.
- Identification of potential clients through survey.
- Ensuring installment collection on the definite collection date and making effort to overdue realization as per set target.
- Execution of work according to regulations and circulars
- Prepare weekly and monthly reports.
- Ensure the implementation of safeguarding standards in every course of action.

Required Qualifications and Experience:

- Graduate or diploma education level majoring Business Administration, Commerce, Finance, Marketing, Public Administration or Microfinance Management & Enterprise Development or any equivalent field from a recognized university.
- Fresh with field practical/study or 1 to 2 years or experience in Microfinance industry or from equivalent from other related programmes.
- Strong People or relationship skills with customer service
- Teamwork Orientation
- Action and Results are oriented with good time management and analytical skills.
- Excellent oral and written communication skills in English and Kiswahili

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending in one (1) renamed PDF combining your updated CV, cover letter, and certified degree/ diploma & transcript certificate through email to: recruitment.tanzania@brac.co.tz with the subject "Community Organizer Intern".

The application deadline is 18.04.2025

Only shortlisted candidates will be contacted.

*****BRAC Tanzania is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at the workplace.**