



JOB TITLE: Officer, Accounts Management

Job Overview

Business Segment: Group Functions

Location: TZ, Dar es Salam, Dar es Salaam, Kinondoni Road

Job Type: Full-time

Job Ref ID: 80234077A-0001

Date Posted: 21/05/2025

Job Description

Ensure that the Bank's need to provide adequate controls over the risks encountered in the post-credit granting stage of the credit process are satisfied by:-

- Implementation of the credit procedures by maintaining a tight control over all aspects of advance administration to contain credit risk within acceptable parameters and ensuring that all bank and statutory returns and reports are produced in an accurate and timely manner.
- Actioning all identified credit control events and defaults, in order to reduce the roll rate of non-performing loans into lock up portfolio by providing a prompt and orderly turnaround environment in which controls can be exercised to ensure that the Bank is not faced with avoidable losses.

Qualifications

Type of Qualification: Bachelor Degree in Commerce, Accounting, Business Administration, Finance or equivalent.

Field of Study: Business Commerce, Finance and Accounting

Experience Required

Credit Risk Management

Risk & Corporate Affairs

1-2 years

2-5 years of experience using financial systems. General business or credit knowledge. Financial background.

Additional Information

Behavioural Competencies:

- Articulating Information
- Checking Things
- Examining Information
- Following Procedures
- Interacting with People
- Interpreting Data
- Meeting Timescales
- Producing Output
- Providing Insights
- Team Working
- Thinking Positively
- Understanding People

Technical Competencies:

- Credit Risk Lifecycle
- Data Management (Administration)
- Email Monitoring
- Records and Archive Management
- Written & Verbal Communication
- Banking experience, particularly pertaining to credit risk management
- Banking processes with regard to banking products and the operation thereof.
- Broad knowledge of applicable Acts and Bank Manuals.

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