



fortitudo sacco
WE LISTEN, WE CARE

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Date: 05-04-2024

Job advertisement

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JOB TITLE: FOSA TELLER

DEPARTMENT: FOSA - Front Office Service Activity

REPORTS TO: Branch Manager

AGE LIMIT:25-40 Years old

Key Responsibilities include but not limited to:

1. Balance currency and cheques in cash drawers at ends of shifts and calculate daily transactions using computers, calculators or adding machines.
2. Cash cheques and pay out money after verifying that signatures are correct, that written and numerical amounts agree and that accounts have sufficient funds.
3. Receive cheques and cash for deposit, verify amounts and check accuracy of deposit slips
4. Examine cheques for endorsement and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
5. Enter customers' transactions into computers in order to record transactions and issue computer generated receipts or vouchers.
6. Identify transactions mistakes when debits and credits do not balance.
7. Explain, promote, or sell products or services offered in FOSA section

Academic Qualifications requirements: At least diploma or equivalent in finance, banking business, commerce ,accounting or a related field.

Key competencies and Skills: Audit, Financial Skills, Computer literacy and Financial Software operations, Customer Service, Thoroughness, Confidentiality, Analyzing Information, Decision Making, Verbal Communication, Professionalism and Quality Focus.

Experience : Previous experience as a teller or in a similar customer service role for two years in a financial institution is preferred.

How to apply Candidates who meet the minimum requirements are invited to send their applications, a detailed CV including 3 referees, ID copy, Certificates and any other relevant documents to info@fortitudo sacco.co.ke by 18th April 2024. Ensure use the job title as the email subject. Please note that failure to attach relevant Certificates and documents will lead to automatic disqualification. Only shortlisted candidates will be contacted.

CEO-FORTITUDE DT SACCO
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