



30th November 2018

VACANCY:

The SCCULT (1992) Limited Board is inviting for applications from committed, energetic and performance driven individuals to fill the following positions;

Position: Executive Secretary
Number of Positions: One (1)
Duty Station: Dar es Salaam
Reports to: SCCULT (1992) LTD - Board.

Qualifications:

- a) Bachelor degree in Co-operative Management and Accounting/ Microfinance/ Economics/ Business Management or its equivalent. Possession of Masters/ CPA(T) is an added advantage.
- b) At least one year working experience at managerial level in Co-operatives or Microfinance institution(s).
- c) Good administrative and public relations skills
- d) Good Command of the English & Kiswahili Language.
- e) Good record from his/her previous employer(s).

Job Summary:

The Executive Secretary shall be the Chief Executive Officer of the Union and shall be responsible to the organization Board for the day to day operations.

Main Duties and Responsibilities:

- a) Ensure that the affairs of the Union are managed in a competent manner.
- b) Ensure correctness of books of accounts, receipts and disbursements are maintained.
- c) Be custodian of all funds and property belonging to the Union and ensure their safe keeping.
- d) Ensure compliance with all directives of the Board and the Registrar's guidelines.
- e) Recommend to the Board appointment of such staff as the budget permits. He/She shall be responsible for training assignment and supervision of other union staff, subject to instructions of the Board.
- f) With the approval of the Board and subject to budgetary limitations, employ and fix the compensation of such clerical employees as are needed for proper operations of the Union.
- g) Under the supervision of the Board he/she shall make payments from funds of the Union for authorized purposes.
- h) Convene general and board meetings when instructed to do so by the Board and prepare agenda for the said meeting.
- i) Keep minutes of all general meetings and meetings of the Board
- j) Prepare and sign all official correspondence of the Union.

- k) Submit to the Board a quarterly financial statement showing the condition of the Union.
- l) Make a financial report at the Annual General Meeting of the Union.
- m) Cause books of accounts to be audited.
- n) Formulation and implementation of all growth strategies.
- o) Represent the Union locally and internationally on all aspects pertaining to the Management of the Union.
- p) Perform such other duties as he may be directed to perform by the Board.

Position: Accountant

Number of Positions: One (1)

Duty Station: Dar es Salaam

Reports to: Executive Secretary

Qualifications:

- a) Bachelor degree Co-operative Management and Accounting/ Accounting and Finance/ Economics or its equivalent. Possession of CPA (T) is an added advantage.
- b) One year working experience in the accounting field.
- c) Computer literate, in particular the accounting packages.
- d) Good Human and Public Relations.
- e) Good track history from the previous employer(s).

Main Duties and Responsibilities:

- a) Documents financial transactions by entering account information.
- b) Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- c) Examining bank statements and reconciling them with general ledger entries.
- d) Examining expenses submitted by employees.
- e) Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable.
- f) Recommends financial transactions action by analyzing accounting options.
- g) Summarizes current financial status by collecting information preparing balance sheet, profit and loss statement, and other reports.
- h) Substantiates financial transactions by auditing documents.
- i) Analysing data collected in order to determine the state of the company's financial health.
- j) Analysing data to understand where the company is generating and losing revenue.
- k) Maintain accounting controls by preparing and recommending policies and procedures.
- l) Reconciles financial discrepancies by collecting and analyzing account information.
- m) Secures financial security by following internal control.
- n) Prepares payments by verifying documentation, and requesting disbursements.
- o) Maintains customer confidence and protects operations by keeping financial information confidential.
- p) Generating financial reports that display the company's profits, equity and cash flow.
- q) Accomplishes the result by performing the duty.

- r) Contributes to team effort by accomplishing related results as needed.
- s) Advise the Chief Executive Officer in Financial matters.

Mode of Application:

Application cover letter, detailed CV, certified copies of relevant transcript and certificates, e-mail and telephone contacts of the applicant; names and addresses of three(3) referees to be forwarded to the below address.

Contact Address:

All applications should be clearly marked the position applying and should be addressed to:

The Board Chairperson

Savings and Credit Cooperative Union League of Tanzania (1992) Ltd,

Lumumba Street, Mnazi Mmoja,

Ushirika Tower, Floor 16,

P.O. Box 20640,

DAR ES SALAAM.

Application Deadline:

Deadline for application is 21st December, 2018.

NOTE: Only short listed applicants who meet the specifications will be contacted for an interview.