



VACANCIES 2020

TELLER (REPORTING TO THE BRANCH MANAGER) – 1 POST

QUALIFICATIONS

- i) A KCSE mean grade of C+ and above with a minimum of C in English and Mathematics
- ii) Diploma in banking services or CPA part 2.
- iii) Computer proficiency in computer application, especially in accounting packages and systems.
- iv) Knowledge of operation of various management Information systems is an added advantage.
- v) At least one year experience in a similar capacity.

ROLES AND RESPONSIBILITIES

- i) Ensures security of teller cubicle
- ii) Processes savings withdrawals and deposits
- iii) Posts the processed transactions to the members /customers' accounts
- iv) Updates customer passbooks/enquiries
- v) Maintains the positive image of the society in the community.
- vi) Responsible for cash handling in the fosa.
- vii) Assists in the design and marketing of the society products and services,
- viii) Verify identity of customers using the scanner and physically.
- ix) Document all cash transfers from the treasury.
- x) Daily reconcile all monetary transactions.

Interested applicants are invited to submit their applications clearly indicating the **position** applied for, a copy of their **testimonials** and a **detailed CV** with at least 3 referees to reach the undersigned via hand delivery, post or email to **info@timesusacco.co.ke** on or before **25th February 2020**.

THE CHAIRMAN
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NKUBU