



CAREER OPPORTUNITY:

Junior Accountant (1 Post)

Access Microfinance Bank Tanzania Limited (AMBT) is a Microfinance Bank with very strong international shareholders such as Access Holding, International Finance Corporation, KFW, African Development Bank and MicroVest. AMBT's vision is to be committed to the development of financial systems that support social progress by rendering services to all people with the same ambition for excellence and quality.

Access Microfinance Bank Tanzania Limited is offering excellent career development opportunities for qualified and highly motivated professional applicants. In order to support our expansion process, we are looking forward to recruit self-motivated and enthusiastic individual to join in our bank across the areas we operate within the country as **Junior Accountant**.

Job Purpose

To record financial transactions in the bank's system, prepare reconciliation of various ledgers, update fixed asset and intangible register (FAR) and reconcile the same and perform any tasks assigned by Accountant, Senior Accountant and Chief accountant.

Duties and Responsibilities

- Prepare and process journal entries to ensure all transactions are recorded.
- Process the payments vouchers, capture the vouchers in accounting system in accordance with the nature of transactions.
- Making follow-up and ensure all the monthly accruals are recognized accordingly.
- Perform reconciliations of ledgers for Inter-branch accounts, ATM accounts, Mobile banking, Inventory and MNO's.
- Reconciles general and subsidiary bank accounts by gathering and balancing information.
- Maintaining a physical register detailing records for incoming and outgoing payments.
- Update and maintaining the fixed asset and Intangible asset Register.
- preparation of monthly management account, annual audits and tracking of yearly budget.

Knowledge and qualifications:

- Bachelor's Degree /Advance Diploma in Accounts/Finance or any related field.
- Good knowledge of the tax system of Tanzania and the norms of the Central Bank.
- Excellent knowledge of International Financial Reporting Standards and other local accounting standards.
- Excellent knowledge of computer skills specifically Ms Excel.
- Fluency in Kiswahili and English

Experience

Fresh graduate. No experience required as coaching will be provided at office.

Applications can be made through career@accessmfb.co.tz. DO NOT send applications more than once. Interested applicants can submit their application letter and CV not later than **19th June 2023.**

EXCITING CAREER OPPORTUNITY

Access Microfinance Bank Tanzania Limited (AMBT) is a Microfinance Bank with very strong international shareholders such as AccessHolding, International Finance Corporation, KfW, African Development Bank and MicroVest. AMBT's vision is to be committed to the development of financial systems that support social progress by rendering services to all people with the same ambition for excellence and quality.

Access Microfinance Bank Tanzania Limited is offering excellent long-term career development opportunities for experienced and highly motivated professional applicants. In order to support our expansion process, we are looking forward to recruit self-motivated and enthusiastic individual to join our IT department in the position of **Business Software Developer**.

Duties & Responsibilities:

- In depth research and business analysis of the bank's operating process.
- Design creative prototypes according to specifications.
- Establishing a detailed program specification through discussion with both internal & external AMBT clients.
- Performing unit and integration testing before launch.
- Conduction of human centric design processes.
- Develop new software, mobile application, web-based interface and back end data management under the directives and instruction of the Head of Technology.
- Develop and maintain new databases.
- Collaborate closely with IT, Business Development and at large the whole AMBT team to set specifications for new applications.
- Write high quality source code to program complete applications within deadlines.
- Conduct functional and non-functional testing.
- Understand current infrastructure of the bank, the disparate systems being used in collection, and storage of data, and help improve the procedures in place.
- Design and set up an OLAP database with a day end update frequency with ETL interfaces for multiple disparate systems that will feed data to the OLAP store.
- Conduct external market research where necessary.
- Coordinate between AMBT and vendor Service Delivery Manager on the timely delivery of new release, version and patches for CBS and the related software components
- Liaising with software vendors on the resolution of all errors, bugs and problems reported on the UAT projects, ensuring all reported software bugs and errors are resolved in a timely manner.
- Liaising with vendor, on the resolution of all post go live issues reported from all CBS users at the branches.
- Installation and setup of the test environment for CBS, SMS notification, Mobile banking, Agency banking.
- Coordinate between the Bank and the vendor in ensuring that all changes involving CBS and related software components are compiled and submitted to vendor on time. Liaising with vendor in ensuring timely delivery of all requested change.
- Resolution of all reported CBS and related components service request reported through the ticketing system.

Requirements and Baseline Skills

- Degree in Information Technology, Computer Science or comparable qualification.
- Must be skilled with databases (design schema, normalization etc) reports and web-based interfaces.

- Should be able to design databases optimized for retrieval and analytics.
- Familiarity with Agile development methodologies
- Should be familiar with ETL and OLAP concepts.
- Experienced in CodeIgniter, Laravel, WordPress, Cordova, Ionic.
- Experienced in Restful/SOAP API Development and Integration.
- Well versed in MYSQL, MSSQL.
- Should know PHP, Ruby or any other scripting language to setup online reporting portals.
- Must have knowledge of java, Hadoop or hibernate.
- Experienced in GitHub is a must.
- Experienced in Odo, Docker, Kubernetes will be added advantage.
- Problem solving, analytical and process oriented.
- Disciplined approach towards daily operations and documentation.
- Ability to communicate effectively both in writing and orally in English.
- Ability to take responsibility, work on own initiative.
- A genuine passion for technology, innovation, databases and mobile applications.

Please send your application letter and CV by email to career@accessbank.co.tz. Certificates and other relevant documents will only be required during the interview. Application letters should explain why you fit for this position.

The deadline for applying to this position is **22nd of June, 2023**.

Access Microfinance Bank Tanzania is an equal opportunities employer.

CAREER OPPORTUNITY:

Recovery Intern

Access Microfinance Bank Tanzania Limited (AMBT) is a Microfinance Bank with very strong international shareholders such as Access Holding, International Finance Corporation, KFW, African Development Bank and MicroVest. AMBT's vision is to be committed to the development of financial systems that support social progress by rendering services to all people with the same ambition for excellence and quality.

Access Microfinance Bank Tanzania Limited is offering excellent career development opportunities for qualified and highly motivated professional applicants. In order to support our expansion process, we are looking forward to recruit self-motivated and enthusiastic individual to join in our bank across the areas we operate within the country as **Recovery Intern** subject to monthly allowance.

Position-Recovery Intern (3 posts)

Location- Dar es Salaam, Kahama and Mwanza.

Duties and Responsibilities:

- Provide daily, weekly and monthly loan recovery progress to line supervisor.
- Negotiate, monitor and report on arrangements made with overdue client on outstanding and write off loans.
- Determine the appropriate recovery action and refer matters to debt collection agency where necessary.
- Analyse the assigned portfolio to see if escalation process has been done in order to allow debt collection to take place.
- Liaise with debt collection agency on assigned debts portfolio to ensure recovery process is finalized.
- Investigate and allocate collaterals of clients and enforce loan repayment through available information.

Minimum Qualifications:

- Bachelor or Diploma holder in any field of study.
- Previous experience on Credit/Recovery activities or ability to negotiate repayment arrangements with clients will be an added advantage.
- Good knowledge of the legal system, laws regarding recoveries of bad loans and enforcement of security.
- Ability to persist with recovery efforts and effective recovery of outstanding and write off loans.
- Diligent, self-committed, stable, objective and rational person is required.

Applications can be made through career@accessmfb.co.tz. DO NOT send applications more than once. Interested applicants can submit their application letter and CV not later than **19th June 2023.**

Access microfinance Bank Tanzania Limited is an equal opportunities employer.