



AKIBA COMMERCIAL BANK PLC
benki kwa maendeleo ya

JOIN Us

SYSTEM AUDITOR

The bank is looking for a high caliber System Auditor professional with proven system auditing experience.



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info@acbtz.com | www.acbbank.co.tz

Reporting to the Audit Manager, the incumbent will be responsible for providing an independent and objective assurance on the effectiveness and efficiency of the core banking system and all other peripheral systems/applications used by the Bank.

THE ROLE

- Conduct periodic planned audits as necessary for the Bank.
- Execute the audit process on a wide variety of computing environments and computer applications and accurately interpret results against defined criteria in accordance with professional standards.
- Identify and appropriately dimensions' risks, formulate recommendations which are appropriate, practical and cost effective.
- Consistently document relevant factors and information which support the work performed and conclusions drawn to take appropriate action.
- Developing Risk assessment and annual audit plan with emphasis on IT systems and application.
- Developing and implementing Internal auditing manual, policies, procedures and program.
- Extract and analyze data from the banking core system and other bank records, including defining audit scope and tests for audit at field's works.
- Monitor accuracy of data in different IT systems like core banking system and all other software used by the bank.



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- Keep the Chief Internal Auditor regularly informed of the progress of the audit and exception issues related to IT.
- Prepare audit work paper by documenting audit test and finding and evaluating the sufficiency and appropriateness of audit evidence to support conclusion drawn.
- Ensure that audit reports and recommendations including those by the external auditors and BOT examiners are implemented.
- Undertake spot checks and assist in any special investigations.
- Ensure completeness of any audit assignments as delegated from time to time by the Chief Internal Audit, including the management of the filing and maintaining of adequate audit trail in the working papers file.
- Follow up of recommendations made by external auditors and central bank inspectors to ensure due implementations by management.
- Review of accounting policies, ascertaining their adequacy and compliance with set standards and issuing appropriate reports periodically.
- Review the accuracy and efficiency of the accounting systems and controls.
- Ensuring compliance with ACB policies procedures and controls, including adherence to Client Protection Principles and customer service standards.
- Examine and ensure that relevant documents, records, procedures and systems are followed and comply with the established policy, procedures and authority limits within the organization.
- Prepare timely audit reports detailing audit findings and recommendations for improvements on procedures and internal controls.
- Performs a variety of routine daily tasks; reviews reports, prepares correspondence and participates in special department projects.



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THE CANDIDATE

- University Degree majoring in Computer Science from accredited university.
- Accounting and CPA (T) or its equivalent.
- Professional certification such as Certification in Information System Audit (CISA).
- ACA, ACCA or relevant audit qualification.
- Three years' relevant experience.
- Understand the financial, operational, and compliance risks which affect systems design, modification and processing activities.
- Knowledge and experience of Banking /Financial Services.
- Good understanding of bank operations.



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APPLICATION INSTRUCTIONS

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INTERNAL AUDITOR

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Reporting to the Audit Manager, the incumbent will be responsible for performing periodic audits ensuring procedures are adhered to, and to recommend improvements to the controls and procedures in order to safeguard against waste, fraud and avoidable loss.

THE ROLE

- To maintain an independent Internal Audit that adds value and improves the operations of the Bank through systematic and disciplined approach in evaluating and improving the effectiveness of risk management, control and governance processes.
- Conduct periodic planned audits as necessary for the Bank.
To function as team leader in small audits and special investigations.
- Undertake spot checks and assist in any special investigations.
- To ensure completeness of any audit assignments as delegated from time to time by the Chief Internal Audit, including the management of the filing and maintaining of adequate audit trail in the working papers file.
- Follow up of recommendations made by external auditors and central bank inspectors to ensure due implementations by management.
- Review of accounting policies, ascertaining their adequacy and compliance with set standards and issuing appropriate reports periodically.
- Review the accuracy and efficiency of the accounting systems and controls.



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- Ensuring compliance with ACB policies procedures and controls, including adherence to Client Protection Principles and customer service standards.
- Examine and ensure that relevant documents, records, procedures and systems are followed and comply with the established policy, procedures and authority limits within the organization.
- Prepare timely audit reports detailing audit findings and recommendations for improvements on procedures and internal controls.
- Coordinate audit plans for assigned projects by ensuring all risks in the project are identified.
- Determine data requirements; accumulate, verify and analyze processes to identify risks in the processes being audited.
- Perform basic data analytics as part of risk assessment and audit execution.
- Identify root causes or contributing factors relating to risks and making recommendations to improve control environment.
- Prepare quality draft audit findings and recommendations and submit a written report to the Senior Internal Auditor for review.



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THE CANDIDATE

- University Degree majoring in Accounting.
- CPA (T) or its equivalent.
- Relevant audit qualification will be an added advantage.
- At least 3 years of relevant experience.
- Knowledge and experience of Banking /Financial Services.
- Good understanding of bank operations.
- Strong interpersonal skills.
- A structured approach to dealing with complex and variable work environments in an independent manner.
- Strong analytical communication and reporting skills



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RELATIONSHIP MANAGER AGRIBUSINESS

The bank is looking for a high caliber Relationship Manager Agribusiness professional with proven experience in successfully managing Agribusiness in Commercial Banks



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Reporting to the Chief Commercial Officer, the incumbent has primary responsibility for growing and managing the bank's agriculture credit and liabilities portfolio through acquisition of qualified customers and management of risk. These will be delivered through setting of goals and communicating strategy, strengthening the sales culture, including specifically; achieving business targets, marketing the Akiba Commercial Bank brand and strengthening local competitiveness, development of new business and growing the customer base through a culture of service based sales of appropriate products.

THE ROLE

- Take a leading role in driving Agri Assets and Liability sales activities, through networking and promoting Commercial activities with Branch Managers, Relationship Managers and Relationship Officers in branches.
- Achieving portfolio growth and profitability performance targets through provision of quality credit and associated products.
- Keep up to date with local, regional, global economic and market trends affecting agribusiness in the country.
- Prepare and submit monthly report to the Chief Commercial Officer on Portfolio growth analyzing trend, reason thereof and propose remedial strategies.
- Manage the application of policies, norms and procedures at all levels and supervise the entire process so that it works as per the laid down procedures.
- Manage performance of the Agri portfolio by ensuring that PAR & NPL ratio are reduced and fall within the acceptable risk levels.



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- Provide leadership on strategy development by advising the Chief Commerce Officer on creative business ideas in the agricultural value chains that will expand the scope of the portfolio and banks outreach in agriculture value chain space.
- Monitor and ensure that the bank product delivery process is working properly and collaborate with product teams to advise management on any changes needed to improve service provision and income generation.
- Prepare periodical and adhoc reports for Agri business portfolio (assets and liabilities).
- Monitor and ensure Agri loan portfolio is in good condition and within the acceptable risk levels.
- Responsible for contacting, including on farm visits, analyzing and advising existing and new agribusiness clients on transactional banking requirements.
- Monitor supported farmers and provide guidance and coaching to resolve potential business problems or capitalize on opportunities.
- Design and implement proactive market plans by developing and managing of new and existing business of the bank that will optimize the banks customer needs.
- Data mining to identify sales opportunities and prioritize target customer groups based on market knowledge and the potential for sustainable contribution to the bank.
- Manage sales and service to enhance efficiency and effectiveness of the branch channel and banks agents.
- Actively build capacity of Branch Managers, Relationship Managers and Relationship Officers through training, mentoring and coaching.



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- Undertake appraisal and review of high value Agri credit applications and provide recommendations for decision-making.
- Coordinate with Chief Commerce Officer to prepare appropriate financing structures for managing risks and realizing economic value in terms of pricing (fees, interest and commissions, etc.)
- Establish the current needs of the market segment, linkages with key market players and identifying specific customer needs that may require review of existing products or development of new tailor made products.
- Co-ordinate with key institutions relevant to agricultural sector and its value chain including Government and Development partners.
- Develop marketing and sales strategy in order to increase the number of clients, maximize sales and retain existing clients.
- Advise the Chief Commerce Officer on all aspects of the development of Agri portfolio to ensure he/she is well informed especially from Marketing & PR initiatives.
- Ensure that customer satisfaction through bank's product lines is achieved by providing accurate advice for the sales in line with customers' expectations.
- Prepare and represent the Bank in all customers' fora and ensure maintenance of high-level relationship and networking between the bank, customers and other stakeholders.
- In collaboration with Product Department team, periodically review and advise the bank on existing and new products, its pricing policy and ensure the bank prices have a competitive advantage in the market.



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THE CANDIDATE

- Bachelor of Agriculture, Agricultural Economics, Agri Business or any other related discipline.
- At least 3 years' experience of proven track record in successful business development in the agricultural sector.
- Sound understanding of Agri Banking products and services in the agricultural value chains in all sub-sectors (agriculture, livestock, fishing and forestry).
- Excellent knowledge of agri related sectors and counterparties dynamics and related laws in Tanzania.
- A strong sales culture with the ability to manage sales teams effectively
- Strong analytical communication and reporting skills



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