

we are
Hiring!

JOIN OUR TEAM

Heritage
Insurance Co
Tanzania

"With us ...rest assured..."



FINANCE OFFICER

QUALIFICATION

- A bachelor's degree in accounting or finance or a business-related field.
- Advanced Microsoft Excel.
- Able to work well in a team.
- Ready to adapt and embrace change.

JOB LOCATION: ZANZIBAR

The role guarantees proper handling of company funds at the CSP level, ensuring adherence to acceptable standards within finance guidelines. It further entails cash receipting, daily banking, and reconciling online receipts (online platform and Company's core system) for CSP Office transactions

Submit your CV and Academic Certificates
career@heritageinsurance.co.tz

Deadline: 21st October 2024

Only shortlisted candidates will be contacted.

RESPONSIBILITIES

- Approving online receipts from all customers who transact via online platforms.
- Daily Smart Policy receipt reconciliation with bank deposit.
- Prepare the reconciliation report (Agent Register).
- Collect remittance advice/deposit slips from customers and other business partners (ensure to obtain the breakdown of the deposits for money deposited in banks).
- Issuing all receipts in the Company's core system for all customers after confirming deposits/cash collections/incoming transfers.
- Communicating any discrepancies between funds deposited by customers and the expected amounts to the intermediaries, customers, and head office.
- Deposit cash and cheques collected daily..

A member of  LIBERTY