

# We're Hiring! Join our Team

Position: **Cash Officer**  
Location: **Nyerere Branch**



Qualified candidates **MUST** send their **CV & Cover Letter** attached with all **academic certificates**.

All applications **MUST** be sent electronically through:  
Email: **recruitment.tanzania@ubagroup.com**  
Email subject: **Application for CASH OFFICER NOV 2024**

**Deadline: 23rd November 2024**



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### JOB OBJECTIVE (S)

- To disburse cash to tellers and supervise them
- Proper Daily and monthly reconcillation of cash and ATMs

### DUTIES & RESPONSIBILITIES

- Ensure that customers are efficiently attended and served within turnaround time.
- Ensure that policies and procedures are followed.
- Ensure accuracy and promptness in tellers carrying out their duties.
- Ensure GL accounts are in proof
- Ensure maintenance of efficient COP balance
- Vigilance to avoid fraud
- Perform any other duties as assigned by the CSM

### KEY PERFORMANCE INDICATORS

- Error rate in transactions
- Turnaround time in serving customers
- Customer delivery service index
- Ensure accurate balancing of tellers, ATM and vault daily



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### MINIMUM EDUCATION QUALIFICATIONS

- BSc degree in Finance, Accounting or relevant field with lower second and above

### PREVIOUS WORK EXPERIENCE REQUIREMENTS

- Proven work experience as a Head Teller/Cash Officer or similar role with minimum of 3 years in banking

### COMPETENCY

- Strong knowledge of cash management principles and financial markets
- Experience with financial and banking platforms
- Excellent analytical skills and attention to detail
- Strong organizational and strategic planning skills

Kindly note that,  
**only shortlisted candidates**  
will be **contacted!**



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