



## **VISIONFUND TANZANIA MICROFINANCE BANK LTD VACANCIES**

VisionFund Tanzania Microfinance Bank Ltd (VFT MFB) formerly known as SEDA is a fast growing and reputable Micro Finance Bank (MFB), has a loan book of more than TZs. 44 billion and more than 60,000 customer base, more that 5,000 of them being small holder farmers. VFT- MFB is seeking to employ a dynamic and committed Tanzanian young men & women who have passion for people's economic development to fill in the vacant position detailed here below;

**Work reference no. 016/2024**

**JOB POSITION:** Internal Auditor

**Reporting to:** Head of Internal Audit and Investigation

### **Responsibility:**

Support head of Internal Audit and Investigation on execution of Annual Audit Plan.

### **Main tasks**

- Completion of assigned duties as per the allocated timeframe and budget
- Contribute to the preparation of a risk-based audit plan to improve processes and results to minimize potential losses and fraud
- Identify gaps in the design and operation of internal controls in the auditable
- Perform timely review of fraud incidences, including timely update of fraud register for all fraud reported to Visionfund
- Perform timely follow-up on the implementation status of raised audit findings (Internal External and Regulatory).
- Enhanced communication with management by having regular meetings (entry and exit) to discuss audit scope and audit issues on each assignment to deliberate on the issues
- Maintain and foster a good working relationship with colleagues and management
- Timely preparation and distribution of Audit reports to the supervisor for review and further distribution at least 5 working days after exit
- Execute audit plan in accordance to the approved budgeted plan
- Make recommendations/Propose to management areas where there are cost-saving opportunities, improved efficiencies or income generating opportunities

### **Knowledge, Skills and Abilities; –**

List of education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

- Bachelor's Degree in Accounting or Commerce or Banking or Taxation
- CPA Candidate or CPA Graduate (will be an added advantage)
- Very good knowledge of oral & written English
- Very good analytical & reporting skills
- 3 years' experience in Accounting/ Auditing/Credit management and savings & deposit

### **General attributes:**

- Flexible to travel up country and in rural areas
- Knowledgeable of Microsoft Power point, Excel and word
- Must have proven leadership ability
- Good knowledge of Worldvision & Visionfund International Partnership
- Proficient in Microsoft office application
- Excellent trainer, facilitator, mentor and coach
- Capacity & willingness to take responsibility and develop sense of rectitude

### **Special / Personal Abilities; –**

#### **Achieving Capabilities:**

- Achieving quality results & Practicing accountability & integrity. Communicating information effectively.

#### ***Thinking Capabilities:***

- Thinking clearly, deeply and Understanding the Microfinance Industry. Understanding Vision Fund mission and operations.

#### ***Self-Managing Capabilities:***

- Demonstrating Christian values in life and Learning for growth and development. Maintaining work/life balance and effectiveness.

#### ***Relational Capabilities:***

- Building collaborative Practicing gender and cultural diversity. Influencing individuals and groups.

## ***About our working environment & organization culture.***

VisionFund Tanzania Microfinance Bank has a calm and harmonious working environment where staffs are highly valued. Good work is recognized and rewarded accordingly and there is an opportunity to grow professionally and spiritually.

VisionFund Tanzania Microfinance Bank takes our Safeguarding responsibilities seriously and is committed to providing an environment that is safe from harm or abuse for adults, including clients, as well as children. Candidates will undergo criminal record and background/ reference check prior to employment.

## ***Female applicants are particularly encouraged to apply!!***

### **Mode of Application: –**

Address your application letter to:

**The Chief Executive Officer,**

**VisionFund Tanzania Microfinance Bank Ltd,**

**P.O. Box 1546, Arusha, Tanzania.**

Send your application together with copies of your academic certificates & CV through the following email: (**application@vftz.co.tz**) before close of business **Friday, 15th November 2024.**