



JOB TITLE: Branch Manager

Department: Commercial Manager

Location: Tegeta Branch, Dar es salaam

Validity period: 09/01/2025 – 23/01/2025

The Branch Manager is accountable for the branch business growth, profitability, human resource planning and management, risk, control and compliance.

Only shortlisted candidates will be contacted

Essential Duties

- Lead on business growth and development of the branch agent's network to maximize return by organizing sales drives around agents focusing on recruiting new clients.
- Develop strategies and lead the branch team on executing the strategies focusing on deposit mobilization and ensure the branch target are meet.
- Assure a high level of efficiency and accuracy in all back office operations, at a level that supports the front office staff and results in customer satisfaction.
- Ensure 100% compliance to the bank's policies and procedures and that every individuals understand and follow the guideline stipulate on all policy and procedures.
- Provide leadership to all branch staff in the service of creating a team that is professional at all times and with a strong compliance environment including ensuring regular communication of all FINCA policies and procedures.

- Oversee Branch staffing to ensure efficiency, productivity, and smooth operations.
- Monitor Branch performance versus plan, and provide explanations for variances and way forward.
- Complete daily Branch reports and internal audit responses in accordance with established standards and deadlines.
- Interpret Branch financial statement with an understanding of branch level profit drivers and underlying causes of risk and possible mitigation.
- Monitor and control Branch expenses improving operational sustainability.
- With contribution from your branch team develop annual targets and outreach plans for the Branch, and submit these to your line Manager for further review.
- Manage the branch cash flow and liquidity planning through on time submission of disbursement projections and operational expense requirements.
- Promote the bank brand image and lead the branch team towards creating awareness of the brand and service offered by the bank and its VAS.

Qualifications

- University Degree preferably in Commerce and Management, Business Administration, Banking or any other related field. MBA is an added advantage.
- At least 3 years work experience in a recognized Microfinance Institution in similar position.
- Computer Literacy.

Apply: Send your CV not later than January 23, 2025

to [**TZ_Recruitment@finca.co.tz**](mailto:TZ_Recruitment@finca.co.tz)