

Job Opportunity at ELM Enterprises Company Limited.

(ELM Microfinance)

Position: Accounting and Client Officer.

About ELM Visit: elm.co.tz

Job descriptions.
Market ELM products to individuals and firms, promoting loans services that may meet customers' needs.
Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
Submit applications to Business Manager for verification and recommendation.
Posting customer Loans and repayments.
Bank and Tigopesa reconciliation.
Posting expenditures.
Managing customer accounts
Prepare Monthly reports and analyze business performance as needed by management.
Capability to respond on GoT compliance.
Supporting the Team voluntarily.
Reviewing customer register books and reconciling with system.
Mastering company products and giving education to new customers visiting office.
Other duties assigned by supervisor.
Minimum Experience, Skills and qualifications.
Bachelor's degree in Accounting, Business Administration, or relevant degree
Computer skills with ability to work with spread sheets, accounting software
Proactive and creative individual
A flexible individual work schedule with excellent organizational skills
Ability to learn Microfinance business and eager to help entrepreneurs.

Application Procedure:

Candidates who meet the above requirements should e-mail their applications (Cover letter) and attach a copy of current CV including daytime contact phone numbers; and names and contact information of three references, deadline 22 June 2021.

Email: elm.microfinance@gmail.com