



## AGRICULTURAL FINANCE CORPORATION

# CAREER OPPORTUNITIES

The Agricultural Finance Corporation (AFC) is a Development Financial Institution (DFI) wholly owned by the Government of Kenya. AFC remains the leading Government Credit institution mandated to provide credit for the sole purpose of developing agriculture. This role is critical as agriculture is the mainstay of the Kenyan economy where majority of the Kenyan population which is rural based relies on agriculture as their main source of income and food system. AFC has exciting career opportunities and wishes to recruit dynamic and visionary professionals to fill the following positions: -

S. No	Position	Vacancies	Grade
1.	Chief Audit and Quality Assurance Officer	1	13
2.	Head of Audit and Quality Assurance	1	12
3.	Head of Loan Recoveries	1	12
4.	Head of Administration	1	12
5.	Head of Legal Services	1	12
6.	Regional Managers	2	12
7.	Branch Managers	4	8
8.	Human Resources Officer III	1	7
9.	Accountants	2	7
	<b>TOTAL</b>	<b>14</b>	

### How to Apply:

To manage the possible high number of applications, the Corporation has deployed technology. If you meet the above qualifications, please apply on this portal <https://africatalentcontours.com/afcjobs>

Attach a cover letter, an updated CV, copies of Academic Certificates, National Identity Card, and any other supporting documents.

Application Deadline: **Monday 12th January 2026 at 5.00 pm.**

**Note:** Successful candidates shall be required to provide the following documents for compliance with Chapter six of the constitution:

- Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance from Ethics and Anti-Corruption Commission (EACC)

Interested candidates may access the detailed job specifications, duties and responsibilities for the positions and the experience required on our website [www.agrifinance.org](http://www.agrifinance.org).

AFC is an equal opportunity Employer. Lack of inclusion of all details as sought for or any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted. **People with disabilities, the marginalized and the minorities are encouraged to apply.**



ISO: 9001:2015 CERTIFIED



**1. Job Title: Chief Audit and Quality Assurance Officer [ Job Grade G.13]**

**Job purpose:**

The Chief Audit & Quality Assurance Officer leads the internal audit function of Agricultural Finance Corporation. This role oversees the development and execution of audit strategies, ensuring compliance with regulatory standards, and contributing to the continuous improvement of operational processes.

**Key Responsibilities:**

1. Provide executive leadership and strategic direction for enterprise governance, risk management, and internal audit
2. Lead Board of Directors' audit and risk committee functions and coordinate board governance
3. Develop and implement comprehensive enterprise governance frameworks aligned with international standards
4. Coordinate with the Managing Director and executive management on strategic risk appetite and tolerance setting
5. Lead regulatory relationships and coordinate compliance with Central Bank of Kenya and other regulatory requirements
6. Develop strategic partnerships with international organizations on agricultural finance risk management
7. Lead organizational transformation initiatives related to digital finance and agricultural innovation
8. Coordinate with government ministries on policy development for agricultural finance sector
9. Lead crisis management and business continuity oversight for the corporation
10. Develop and implement comprehensive stakeholder communication strategies on risk and governance
11. Coordinate executive succession planning and leadership development for audit and risk functions
12. Lead strategic budget planning and resource allocation for comprehensive risk management
13. Represent the corporation in international forums on agricultural finance and risk management
14. Provide strategic counsel to the Managing Director and Board on emerging risks and opportunities in agricultural finance

**Person Specifications:**

For appointment to this position a candidate must have:

- i. Master's Degree in the related field.
- ii. Bachelor's degree in accounting, Finance, or related field.
- iii. CPA (K) or equivalent professional qualification from a recognized institution
- iv. Professional certification in risk management will be an added advantage
- v. Membership to Institute of Certified Accountants of Kenya (ICPAK) in good standing;
- vi. Membership to Institute of Internal Auditors (IIA).
- vii. A valid practicing license/certificate
- viii. At least fifteen (15) years' experience, three (3) of which must be in senior management level in internal audit, risk management, or a related field within the financial industry.
- ix. A Leadership course lasting not less than four (4) weeks from a recognized institution.
- x. In-depth knowledge of internal audit methodologies, regulatory requirements, and industry best practices.
- xi. Proficiency in computer applications; and
- xii. Fulfills the requirements of Chapter Six of the constitution.

### **Key Competencies and Skills**

- i. Leadership skills with the ability to support and collaborate effectively with a team of audit professionals.
- ii. Communication, presentation and interpersonal skills.
- iii. Analytical mindset and a strong understanding of risk management principles.
- iv. Ability to maintain independence and objectivity while contributing to a positive working environment.
- v. Strategic planning and problem-solving
- vi. Innovative and resource mobilization skills
- vii. Familiarity with audit management software and tools.

## **2. Job Title: Head of Audit and Quality Assurance [ Job Grade G.12]**

### **Job purpose:**

The Head of Audit and Quality Assurance supports the Chief Audit & Quality Assurance Officer in leading the internal audit function of the Agricultural Finance Corporation. The role is responsible for planning, coordinating and supervising audit engagements cross departments and units to ensure effective internal controls, compliance with law, regulations and policies, and adherence to established standard.

### **Key Responsibilities:**

1. Provide executive leadership for integrated internal audit and risk management functions
2. Develop and implement comprehensive governance frameworks for the corporation
3. Coordinate Board of Directors' oversight responsibilities for audit and risk matters
4. Lead strategic planning for audit and risk management aligned with corporate strategy
5. Coordinate relationships with regulatory authorities and ensure regulatory compliance
6. Lead enterprise-wide governance, risk, and compliance (GRC) transformation initiatives
7. Manage strategic relationships with international development partners and investors
8. Coordinate crisis management and organizational resilience planning
9. Lead implementation of emerging regulatory requirements and international standards
10. Develop integrated reporting frameworks for board and stakeholder communication
11. Coordinate with CEO and senior management on strategic risk and governance matters
12. Lead organizational culture transformation initiatives related to risk and ethics
13. Manage budgets and resource allocation for audit and risk management functions
14. Coordinate talent development and succession planning for critical audit and risk roles
15. Represent the corporation in national policy forums on financial sector governance

## **Person Specifications:**

For appointment to this grade, a candidate must have:

- i. Master's degree in either Accounting, Finance or Business Administration (Finance and Accounting option), or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in either Accounting, Finance or Business Administration (Finance and Accounting option), or equivalent qualification from a recognized institution;
- iii. CPA (K) or equivalent professional qualification from a recognized institution;
- iv. Professional certification in risk management will be an added advantage
- v. Membership to Institute of Certified Accountants of Kenya (ICPAK) in good standing;
- vi. Membership to Institute of Internal Auditors (IIA).
- vii. A valid practicing license/certificate
- viii. Leadership course lasting not less than four (4) weeks;
- ix. At least Fifteen Years (15) years relevant work experience, three (3) of which must be in a senior management level;

## **Key Competencies and Skills**

- i. Interpersonal and communication skills
- ii. Attention to detail and critical thinking
- iii. Innovative and resource mobilization skills
- iv. Strategic planning and problem-solving
- v. Leadership and Management skills
- vi. Familiarity with audit management software and tools.
- vii. Ability to maintain independence and objectivity while contributing to a positive working environment.
- viii. Analytical mindset and a strong understanding of risk management principles.

### **3. Job Title: Head of Loan Recoveries [ Job Grade G.12]**

#### **Job purpose:**

The job holder is responsible for managing the operations of the Loan Recoveries department in line with AFC's strategies and policies so as to collect and recover the outstanding loans under the non-performing loan portfolio.

#### **Key Responsibilities:**

1. Develop and implement comprehensive remedial strategies for delinquent accounts and non-performing loans (NPLs).
2. Oversee the end-to-end recovery process, including restructuring, refinancing, and enforcement of security.
3. Manage a portfolio of distressed assets, ensuring timely resolution and optimal recovery rates.
4. Negotiate and implement workout arrangements (e.g., forbearance, rescheduling, debt-equity swaps) with defaulted borrowers.
5. Coordinate with legal teams to initiate foreclosure, receivership, or insolvency proceedings where necessary.
6. Conduct in-depth financial and viability assessments of distressed borrowers to determine recovery potential.
7. Monitor and report on the performance of remedial accounts, including provision coverage and recovery timelines.
8. Collaborate with internal stakeholders (Credit, Legal, Finance) to align recovery actions with risk appetite.
9. Engage external partners (auctioneers, valuers, debt collectors) to expedite asset recovery.
10. Recommend write-offs or impairment provisions for irrecoverable debts per policy guidelines.
11. Ensure compliance with regulatory requirements (e.g., CBK Prudential Guidelines) in all recovery actions.
12. Analyze root causes of NPLs and recommend preventive measures to mitigate future risks.
13. Maintain accurate records of recovery activities, including legal documentation and settlement agreements.
14. Represent the Corporation in court or arbitration proceedings related to debt recovery.
15. Conduct root cause analysis of NPLs to inform credit policy enhancements
16. Perform any other duties as assigned by management.

## **Person Specifications:**

For appointment to this grade, a candidate must have:

- i. Master's degree from a recognized institution
- ii. Bachelor's degree in Business Administration, Actuarial science, Mathematics, Agribusiness, Agricultural economics, Banking, Finance, Economics or any other related course or equivalent qualification from a recognized institution
- iii. Professional qualification in Credit Management from a recognized institution
- iv. A member of a recognized professional body where applicable and in good standing.
- v. Management course lasting not less than four (4) weeks from a recognized institution
- vi. A minimum of fifteen (15) years' work experience, three (3) of which must have been at least in senior management level;
- vii. Proficiency in computer applications; and
- viii. Fulfills the requirements of Chapter Six of the constitution.

## **Key Competencies and Skills**

- i. Excellent business acumen
  - ii. Leadership and management skills
  - iii. Excellent interpersonal and communication skills
  - iv. Report writing skills
  - v. Analytical and modelling skills
  - vi. Strong situational analysis capability
- i. Attention to detail and critical thinking
  - ii. Strategic planning and problem-solving
  - iii. Innovative and resource mobilization skills

#### **4. Job Title: Head of Administration [ Job Grade G.12]**

##### **Job purpose:**

The Head of Administration supports the Chief Human Capital and Administration Officer in leading the administration function of the Agricultural Finance Corporation. The role is responsible for providing administration services for various head office departments and branches to ensure efficient operations in the Corporation.

##### **Key Responsibilities:**

1. Manage the daily allocation, scheduling, and tracking of official vehicles to ensure efficient transport services for staff and operations.
2. Maintain accurate records of vehicle logbooks, fuel consumption, mileage, and maintenance schedules for the entire fleet.
3. Ensure all organizational vehicles comply with legal requirements, including insurance, inspections, and NTSA regulations.
4. Monitor and enforce driver safety protocols, including organizing defensive driving training and routine vehicle inspections.
5. Oversee leasing agreements for office premises, residential properties, and other facilities, ensuring compliance with terms and conditions.
6. Act as the primary liaison between the organization and landlords/tenants, addressing lease disputes, renewals, and rent payments.
7. Conduct periodic property inspections to assess maintenance needs, security, and adherence to lease agreements.
8. Prepare and review lease contracts, ensuring alignment with organizational policies and government procurement laws.
9. Coordinate fleet maintenance and repairs, including sourcing approved garages, approving quotations, and monitoring service quality.
10. Manage the acquisition and disposal process of vehicles and equipment in compliance with public asset disposal regulations.
11. Monitor fuel usage and implement cost-saving measures to optimize fleet operational efficiency.
12. Prepare monthly and annual reports on fleet performance, leasing costs, and maintenance expenditures for management review.
13. Supervise drivers and support staff, ensuring adherence to transport policies and work schedules.
14. Develop and implement transport and leasing policies to improve efficiency and reduce organizational costs.
15. Track vehicle utility, maintenance and running costs in order to ensure economical and responsible utilization of the vehicles by AFC staff;

16. Supervise security services to ensure safety of AFC's assets and staff members at all times;
17. Supervise cleaning and staff welfare services such as provision of office tea, arrangement of meeting rooms etc. in line with established policy and budgets;
18. Any other relevant work that may be assigned to the job holder from time to time.

### **Person Specifications:**

For appointment to this grade, a candidate must have:

- i. Master's Degree in any of the following disciplines: Business Management, Human Resource Management, sociology or related field from a recognized Institution.
- ii. Bachelor's Degree in any of the following disciplines Business Management, Human Resource Management, sociology or related field from a recognized Institution.
- x. Minimum period of Fifteen (15) relevant work experience, three (3) years of which must have been in a senior management level;
- iii. Leadership course lasting not less than four (4) years from a recognized institution.
- iv. Professional qualification from a recognized institution;
- v. Membership to a relevant professional body where applicable and in good standing;
- vi. A valid practicing license/certificate where applicable;
- vii. Proficiency in computer applications
- viii. Fulfil the requirements of Chapter six of the Constitution of Kenya

### **Key Competencies and Skills**

- i. Communication and interpersonal skills
- ii. Strategic thinking
- iii. Analytical
- iv. Innovative
- v. Management and leadership skills
- vi. Problem solving and negotiation skills

## **5. Job Title: Head of Legal Services [ Job Grade G.12]**

### **Job Purpose:**

To deputize the Corporation Secretary in managing the legal function, with particular focus on supervising principal officers and ensuring seamless delivery of legal services across all organizational units.

### **Key Responsibilities:**

1. Oversee the daily operations of the legal department and coordinate workflow among principal officers.
2. Review and quality-assure all legal opinions, contracts, and pleadings before submission to the Director.
3. Represent the organization in appellate court matters and complex alternative dispute resolution processes.
4. Supervise the development and maintenance of standardized legal templates and documentation systems.
5. Coordinate legal research on emerging jurisprudence affecting government operations.
6. Monitor compliance with court orders and implement enforcement strategies where required.
7. Develop and implement performance metrics for the legal department's service delivery.
8. Lead interdepartmental teams in addressing cross-cutting legal issues affecting operations.
9. Handle escalated legal matters from principal officers and provide expert guidance.
10. Conduct regular training sessions for legal staff on public sector legal practice.
11. Prepare comprehensive reports on legal matters for submission to oversight bodies.
12. Manage relationships with external counsel and government legal agencies.
13. Oversee the legal aspects of organizational projects and special initiatives.

14. Maintain an updated register of all active litigation and potential legal exposures.
15. Deputize the Corporation Secretary in board committee meetings and high-level engagements.

### **Person Specification**

For appointment to this grade, a candidate must have:-

- i. Masters of Law (LL.M) degree or equivalent qualification from a recognized institution;
- ii. Bachelor of Law (LL.B) degree qualification from a recognized university;
- iii. Post-graduate Diploma in Law;
- iv. Advocate of the High Court of Kenya in good standing;
- v. At least fifteen (15) years' work experience three (3) years of which should been at a senior management level;
- vi. Valid Advocates Practicing Certificate;
- vii. Member of the Institute of Public Secretaries in good standing;
- viii. Leadership course lasting not less than four (4) weeks;
- ix. Good communication skills;
- x. Good interpersonal skills;
- xi. Proficiency in computer applications;
- xii. Possess high levels of integrity, ethical standards and professionalism;
- xiii. Fulfilled requirements of Chapter Six of the constitution;

### **Key Competencies and Skills**

- i. Interpersonal and communication skills
- ii. Analytical and negotiation skills
- iii. Attention to detail and critical thinking
- iv. Innovative
- v. Strategic planning and problem-solving
- vi. Leadership and Management skills

## **6. Job Title: Regional Manager [ Job Grade G.12]**

### **Job purpose:**

To oversee and coordinate regional lending operations by developing and implementing business strategies that promote loan portfolio growth, client acquisition, and revenue optimization. The role ensures effective management of branch performance, compliance with lending policies and regulatory requirements, and maintenance of portfolio quality. It also provides leadership to regional teams to enhance operational efficiency, customer satisfaction, and achievement of corporate objectives.

### **Key Responsibilities:**

1. Develop and implement regional business strategies focused on loan portfolio growth, client acquisition, and revenue optimization while maintaining portfolio quality.
2. Provide leadership and oversight for all regional operations, ensuring alignment with organizational policies, lending standards, and regulatory requirements.
3. Monitor and analyze branch performance metrics, implementing improvement plans to enhance productivity and achieve lending targets.
4. Lead, mentor, and develop branch managers and their teams through coaching, performance reviews, and capability-building programs.
5. Drive customer acquisition strategies by developing strong relationships with key clients, and business partners in the region.
6. Manage regional financial performance including budget control, operational efficiency, and profitability of lending operations.
7. Conduct market analysis to identify lending opportunities and adapt strategies to meet evolving customer needs and competitive dynamics.
8. Implement robust credit risk management practices across all branches to maintain portfolio quality and minimize delinquencies.
9. Oversee the resolution of complex customer issues and escalated complaints related to loan products and services.
10. Collaborate with credit, risk, and product teams to ensure effective implementation of lending programs and policies.
11. Optimize the regional branch network by evaluating performance, recommending improvements, and managing operational enhancements.
12. Lead digital transformation initiatives to improve loan processing efficiency and enhance customer experience.
13. Represent the corporation in regional business engagements and maintain relationships with relevant regulatory bodies.
14. Develop and implement community outreach programs to strengthen brand presence and support business development.
15. Execute additional strategic initiatives as assigned by senior management to support corporation objectives.

## **Person Specifications:**

For appointment to this grade, a candidate must have:

- i. Master's degree from a recognized institution
- ii. Bachelor's degree in Business Administration, Actuarial science, Mathematics, Agribusiness, Agricultural economics, Banking, Range management, Livestock production, Finance, Economics or any other related course or equivalent qualification from a recognized institution
- iii. Professional qualification in Credit Management from a recognized institution
- iv. A member of a recognized professional body where applicable and in good standing.
- v. Management course lasting not less than four (4) weeks from a recognized institution
- vi. A minimum of fifteen(15) years' work experience, three (3) of which must have been at least be at the grade of Principal Credit Officer, Branch Manager or comparable position;
- vii. Proficiency in computer applications; and
- viii. Fulfills the requirements of Chapter Six of the constitution.

## **Key Competencies and Skills**

- i. Excellent business acumen
- ii. Excellent interpersonal and communication skills
- iii. Report writing skills
- iv. Analytical and modelling skills
- v. Strong situational analysis capability
- vi. Attention to detail and critical thinking
- vii. Innovative and resource mobilization skills

## **7. Job Title - Branch Manager [ Job Grade G.8]**

### **Job purpose:**

Reports to the Regional Manager. This role provides leadership and oversight of all Branch operations to ensure effective delivery of financial and advisory services to clients. This role is responsible for driving business growth, maintaining portfolio quality, ensuring compliance with policies and regulations and fostering stronger customer relationships.

### **Key Responsibilities:**

1. Managing overall operations and growth of the Branch;
2. Carry out post approval activities, including compliance to conditions precedent to disbursement and post disbursement verifications;
3. Managing collections and coordinating loan asset quality;
4. Liaising with other service providers such as debt collectors, lawyers, auctions for follow up of instructions issued to them.
5. Instituting specific recovery strategies for each account under management.
6. Ensuring that quality and timely periodic reports are prepared for management review.
7. Undertake client relationship management for loan application and credit management;
8. Formulating and developing budget, strategies and implement Corporate Strategies and plans relating to credit operations;
9. Monitoring and evaluation of the loan portfolio to ensure compliance with the lending policy of the Corporation, Statutory and regulatory requirements;
10. Efficient and effective Customer service, customer visitation for appraisal purposes and inspection of project implementation status;
11. Ensuring adherence to Statutory Regulations and Credit Policy requirements;
12. Undertaking due diligence on security documentation in line with the Corporation's lending policy;
13. Carry out credit appraisals including preparation of credit proposals for consideration and approval to the relevant credit committees of the Corporation;
14. Strict adherence to the set target on the turnaround time;
15. Resource mobilization and efficient utilization of Corporations' assets;
16. Assist the Regional Manager in all delegated credit issues and act in his/her capacity while he/she is away;
17. Any other duty assigned from time to time.

**Person Specifications:**

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Business Administration, Actuarial science, Mathematics, Agribusiness, Agricultural economics, Banking, Range management, Livestock production, Finance, Economics or any other related course or equivalent qualification from a recognized institution
- (ii) Professional qualification in Credit Management from a recognized institution
- (iii) A member of a recognized professional body where applicable and in good standing.
- (iv) Management course lasting not less than four (4) weeks from a recognized institution
- (v) A minimum of Nine (9) years' work experience, three (3) of which must have been at least be at the grade of Senior Credit Officer;
- (vi) Proficiency in computer applications; and
- (vii) Fulfills the requirements of Chapter Six of the constitution.

**Key Competencies and Skills:**

- (i) Excellent business acumen
- (ii) Excellent interpersonal and communication skills
- (iii) Report writing skills
- (iv) Analytical and modelling skills
- (v) Strong situational analysis capability
- (vi) Attention to detail and critical thinking
- (vii) Innovative skills

## **8. Job Title – Human Resources Officer III [Job Grade G7]**

### **Job Purpose:**

To provide operational HR support in the implementation of recruitment, staff records management, payroll administration, and compliance with AFC policies, public service guidelines, and Kenyan labor laws.

### **Key Responsibilities:**

1. Process and maintain accurate records of staff appointments, confirmations, promotions, transfers, and separations in line with AFC human resource policies and procedures.
2. Verify and update staff personal files, ensuring all documents (academic certificates, identification, contracts, and performance records) are properly filed and securely stored.
3. Assist in the recruitment process by preparing job advertisements, scheduling interviews, communicating with candidates, and compiling interview reports for review by senior officers.
4. Process monthly payroll inputs including new hires, exits, allowances, and deductions (PAYE, NSSF, NHIF, pension) and submit to the finance department for verification.
5. Administer staff leave records, ensuring proper documentation and compliance with AFC leave policies, and generate monthly leave reports for management.
6. Coordinate the onboarding process for new staff, including orientation programs, issuance of staff identification cards, and introduction to AFC systems and policies.
7. Maintain an up-to-date training database, track staff participation in capacity-building programs, and prepare reports on training attendance and outcomes.

8. Prepare routine HR reports including staff lists, leave status, turnover analysis, and other ad-hoc reports as required by management.
9. Implement occupational health and safety programs, including organizing medical check-ups, safety training, and maintaining first aid supplies.
10. Respond to staff inquiries regarding HR policies, benefits, and procedures, providing accurate information and escalating complex issues to senior officers.
11. Support the performance management process by distributing appraisal forms, tracking submissions, and filing completed evaluations in staff records.
12. Assist in organizing staff welfare activities, including team-building events, wellness programs, and employee recognition initiatives.

### **Person Specification**

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following disciplines Business Management, Human Resource Management, Sociology or related field from a recognized Institution.
- (ii) Higher Diploma in HRM or CHRP II qualification.
- (iii) Associate of IHRM in good standing
- (iv) Proficiency in computer applications
- (v) Fulfil the requirements of Chapter six of the Constitution of Kenya

### **Key Competencies and Skills**

- i. Communication and interpersonal skills
- ii. Analytical skills
- iii. Innovative
- iv. Problem solving skills
- v. Coaching and mentoring
- vi. Communication and interpersonal skills
- vii. Planning and organizational skills
- viii. Ethical conduct and confidentiality

## **9. Job Title- Accountant III [Job Grade G7]**

### **Job Purpose:**

To manage the Corporation's liquidity, co-ordinate raising of funds from the market and ensuring that all controls around cash are effective.

### **Key Responsibilities:**

- i. Participate and provide secretarial services in the branch Loans Committee, Branch Areas Committee, Disposal of Old Assets and Branch Staff Committee so as to ensure accurate recording of proceedings and follow up of actions;
- ii. Participate in the preparation and implementation of the Branch Annual Plans and budgets to ensure the branch realizes its targets;
- iii. Preparation of weekly imprest claims and monthly reconciliations of imprest and collections;
- iv. Supervise the receipting and safe custody of all loan collections and proper management of loan collection, loan funds and imprest accounts, timely banking of collections and withdrawals of cash at the branch level and advise on quality portfolio trends;
- v. Monitor and analyze the branch expenditure and variances and recommendations to the branch manager on areas of improvement;
- vi. Ensure end of day procedures are properly done and reports submitted to Head office on time;
- vii. Manage the maintenance and custody of branch assets, accountable documents, and maintenance of the fixed assets register
- viii. Supervise and manage vehicle maintenance, fueling, repair and overnight safe custody of the keys and work ticket.
- ix. Manage the settlement of suppliers' invoices and payment in a timely manner and in line with established procedures;
- x. Manage the supervision and deployment of service providers assigned to the branch;
- xi. Prepare discharge of charge upon clearance of loan balances by the clients so as to ensure timely release of securities;
- xii. Supervise the branch registry in order to ensure all the branch files are serially kept for ease of retrieval;
- xiii. Process disbursement of loans at the branch level.

- xiv. Manage timely payments of rents, rates and taxes to avoid penalties;
- xv. Any other relevant work that is assigned to the job holder from time to time.

**Person Specification:**

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Accounting, Finance, Business Administration or its equivalent from a recognized university
- ii. Certified Public Accountant (CPA II) or Association of Chartered Certified Accountants (ACCA II)
- iii. Proficiency in computer applications;
- iv. Fulfilling the requirements of Chapter Six of the Constitution

**Competencies and skills:**

Interpersonal and communication skills

- i. Interpersonal and communication skills
- ii. Analytical and negotiation skills
- iii. Attention to detail and critical thinking
- iv. Innovative and resource mobilization skills
- v. Attention to detail;