EXTERNAL VACANCY ANNOUNCEMENT

Imarika SACCO
Together, we grow

POSTING DATE 22nd September 2026

CLOSING DATE 6th October 2026

POSTS 1 (One)

Imarika Sacco is dedicated to providing accessible, innovative, competitive and reliable financial solutions in order to empower our members social economically. In line with our continued growth and commitment to service excellence, we seek to recruit a qualified and experienced individual to fill the arising vacant position as per the details herein.

JOB INFORMATION

Job Title	Teller
Grade	7
Division	Operations
Department	FOSA
Section / Unit	FOSA
Location / Work Station	Branch (Bamba)
Reporting Relationships	
Reports to	Branch Accountant
Directs Reports	Branch Manager
Job Purpose	
The teller facilitates effective and efficient money and money instruments transactions for customers, processing receipts and payments as well as maintaining efficient and accurate records.	
Key Responsibilities/ Duties / Tasks	
1. Receiving cash from the supervisor and taking full responsibility and accountability. 2. Updating of treasury book and Mpesa register 3. Maintaining Security vigilance on suspicious members/visitors 4. Identification of counterfeit money/instruments and reporting 5. Accurate posting of cash and non-cash transactions to respective MPAs and verification 6. Providing exemplary customer services at the tellers' service point. 7. Preparation of accurate daily reports, submission for checks, filing and ensuring safe custody and smooth retrieval when need be 8. Performing M-PESA transactions, updating manual M-Pesa register and system posting 9. Any other duties/assignments given from time to time by the supervisor	
Academic qualifications	
Bachelor's degree in business and any related field (finance, accounting, banking)	

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Professional Qualifications / Membership to professional bodies
CPA II
Previous relevant work experience required.
3 years relevant work experience
Functional Skills, Behavioural Competencies/Attributes:
1. Excellent accounting skills relevant to teller duties. 2. Strong KYC skills and Attention to detail. 3. Strong communication skills (both verbal and written). 4. Proficient computer skills and data entry. 5. Effective time management and multitasking abilities. 6. Confidentiality and reliability 7. High level of integrity and work ethics

Qualified applicants to apply enclosing their Signed Cover letter, ID Copy, an up-to-date CV, evidence of current or past employment, Academic & Professional Certificates and copies of relevant testimonials addressing to:

HUMAN RESOURCE MANAGER
IMARIKA DT SACCO LTD
P.O BOX 712-80108
KILIFI.

Please Note that:

- The deadline for submitting applications is Tuesday 6th October 2026 Close of Business.
- Applications received later than this date will **NOT BE** considered.
- Only shortlisted candidates will be contacted.
- Canvassing will lead to automatic disqualification.
- Imarika Sacco Does **NOT CHARGE** a Fee at any stage of the Recruitment Process (Application, Interview Meeting or Appointment).

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