



**SETYON SACCO**  
**P.O BOX 1314-20200 KERICHO**  
[info@setyonsacco.co.ke](mailto:info@setyonsacco.co.ke)  
**Tel: 0723656494**

## **JOB ADVERTISEMENT**

### **CREDIT OFFICER**

**Location** : Setyon Sacco Limited Located in Brooke, Kericho.  
**Department** : Credit Department  
**Reports To** : Setyon Sacco Manager  
**Application Deadline** : December 2024  
**Vacancy** :1

#### **JOB OVERVIEW**

SETYON SACCO based in Kericho, is seeking to recruit a qualified professional to fill position of a credit officer. This role is responsible for screening and recruitment of borrowers, booking of quality loans into the Setyon Sacco portfolio and selling the company's products.

#### **KEY RESPONSIBILITIES**

- Carry out Customer Mobilization for Setyon Sacco Limited. You shall undertake aggressive marketing and outreach activities and be responsible for cross selling financial products offered by the company. In addition, acquaint customers with products, approval policies, and all terms and conditions of accessing loans from the company.
- Assist clients in completion of loan applications, preparing loan analysis, recommendations, presenting the recommendations to the Branch Credit Committee, and ensuring that all pre-disbursement conditions are fulfilled.
- Appraise diligently and thoroughly all loan applications received from individuals or companies by;
- Investigating and assessing the applicant's background and in particular their character creditworthiness, and credit history as per records held by credit reference bureaus, bank statements etc
- Verifying all particulars contained in the application form.
- Checking and evaluating the particulars and financial projections of the repayment source.
- Ensuring that all applications are evaluated and submitted to the Credit Committee promptly and not later than two days from the date of application.
- Ensuring that security documentation is complete and duly perfected, properly executed, and realizable as guided by the company credit policy.
- Carry out any other duties and assignments as may be directed by your supervisor
- Ensure strict adherence to loan policies/guidelines for issuance of quality loans including evaluation of loan applications, review of credit reports and relevant documentation
- Ensure member's eligibility for loaning including ability to repay and securities



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- Ensure members are advised appropriately based on their loan appraisal status/position
- Ensure that all loans issued are effectively guaranteed /Secured
- Ensure timely loan appraisals within set time limits and communicating feedback to members within acceptable timelines
- Ensure timely and effective loan approval process within set limits
- Ensure timely and accurate disbursement of approved loans
- Manage loan disbursements and collections, monitor repayment schedules and ensure regulatory requirements are consistently adhered to including, where required, following up on delinquent accounts and drafting demand notices to loan defaulters
- Ensure all loans forms processed, rejected, and deferred are kept safely and in member – files
- Maintain and develop key stakeholder relationships that support the credit function
- Advise the manager, credit committee and Board and on SACCO industry credit pre-requisites
- Monitor all collaterals used as for loans and ensure they are adequate and well updated
- Ensure effective communication and advise to members on loan matters/queries
- Ensure that new & continuing members deductions on savings, share capital and any other statutory deductions are accurate and timely
- Ensure that all default notices, guarantor notices are issued on a timely manner

#### **MINIMUM QUALIFICATIONS AND SKILLS**

- A Diploma or Degree in Accounting/Finance/Co-operatives Management or a Business-Related Degree from a recognized university
- CPA IV or Credit Management Certification
- A minimum of 3 years' experience in a busy financial institution
- Familiar with Sacco laws and regulations
- A person of integrity, team player with effective communication skills
- Sound judgement and decision-making ability on lending across all sectors
- Excellent in analytical, interpersonal and team management skills
- Experience in working with targets and tight deadlines with minimal supervision
- Ability and willingness to offer exceptional customer experience and maintain relationships with customers and the company's stakeholders.

#### **HOW TO APPLY**

If you meet the above qualifications and are passionate about delivering high quality financial services, send your CV, Cover letter and relevant documents to [recruit@setyonsacco.co.ke](mailto:recruit@setyonsacco.co.ke) Apply by 5<sup>th</sup> December, 2024

**Setyon Sacco Limited** is an equal opportunity employer.

**Only shortlisted candidates will be contacted!**

