

SETYON SACCO

JOB ADVERTISEMENT

SACCO FOSA MANAGER

Setyon Sacco based in Kericho, is seeking to recruit a qualified professional to fill the position of a **Fosa Manager** with high synergy to meet the SACCO's set goals and objectives.

JOB PURPOSE

Responsible for all aspects of FOSA business management and activities. Steer FOSA business growth and manage FOSA operations to ensure customer satisfaction while meeting regulatory compliance requirements

DUTIES AND RESPONSIBILITIES

Managerial / supervisory/ operational responsibilities.

1. Ensuring efficient and effective management of the FOSA department, and supervision of staff.
2. Lead in development and implementation of the FOSA management and marketing policies and plans to attract and retain members.
3. Designing, implementing, and promoting FOSA related products and services.
4. Ensuring compliance with the relevant statutory and regulatory requirements in execution of FOSA operations.
5. Prepare periodic reports on FOSA progress and advice the management on FOSA future business growth strategy and sustainability.
6. Daily monitoring and reconciliation of FOSA activities and transactions to ensure efficiency and effectiveness in service delivery and proper use of FOSA resources.
7. Custodian of all FOSA records while ensuring its assets and funds are well utilized.
8. Monitor FOSA operations in accordance with the Operations Manual and the relevant laws and regulations and take timely corrective action where deviations are noted
9. Ensure that the FOSA observes liquidity and cash ratios, and that adequate level of cash is maintained as required.
10. Preparing departmental budgets and ensuring adequate budgetary controls.
11. Carry out regular member satisfaction survey to monitor member satisfaction and ensure all member suggestions, complaints, views, and compliments are appropriately addressed.
12. Ensure staff under FOSA are well trained, motivated to deliver on the allocated targets in line with the annual FOSA projections and the strategic plan.
13. Identify any irregularity including forgery, fraud, theft, cash difference, cash misappropriation and staff misbehaviour in the FOSA and take appropriate action in line with the policies.
14. Performance management for the FOSA section to ensure achievement of intended targets.
15. Any other lawful duties that may be assigned from time



EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

1. A Bachelor's degree in a business-related field, commerce, Finance or Economics or a Diploma in Co-operative Management or its equivalent with more than 5 Years of experience will be an added advantage
2. A professional accounting qualification CPA-K /ACCA/ACA/CFA and a member in good standing with ICPAK or relevant professional body.

SKILLS AND COMPETENCIES

1. Knowledge of relevant ERP will be an added advantage.
2. Minimum 5 years relevant experience and in a in a similar position
1. Good knowledge of the market and the Society's products and services
2. Managerial and leadership skills.
3. Strong Analytical skills.
4. Financial management
5. Self-confidence and Motivated
6. Strategy and business development.
7. Excellent communication skills-strong written & oral skills
8. Good people, interpersonal and networking skills.
9. Conflict resolution and problem-solving skills
10. Records Management

BEHAVIORAL SKILLS

1. Focuses on ways to improve existing processes, product and services.
2. Acts to promote good working relationships or partnerships regardless of personal preferences.
3. Looks for and develops solutions that have benefits for the customers; thinks beyond current processes to generate new and innovative solutions.
4. Empowers the team to be effective and champions continuous improvement.
5. Embraces, leads and embeds change.
6. Motivates, coaches and develops others.

How to Apply

If you meet the above qualifications and are passionate about delivering high quality financial services. Send your CV and Cover Letter to setyonsaccosociety@gmail.com

Apply by 31st August 2024.

