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A growing and stable Micro Finance company with an international alliance is looking to fill the following positions:

RECOVERIES AND COLLECTIONS OFFICER - reporting to the Finance Manager and his/ her responsibility is to manage the collections activities of the Institution particularly focusing on defaulting clients that are in arrears.

Key duties & responsibilities:

- Review the non-performing loan portfolio on a daily basis and check the developments and take alternate actions to recover the outstanding loans
- Preparation of regular reports on status of non-performing loan accounts.
- Assisting Finance Manager in developing policies and procedures related to collection and recoveries.
- Negotiating settlements with Loan accounts under default.
- Co-ordinate with external debt collection agencies and get periodic reports from them on cases assigned to them. Supervise the transfer of cases for action in time.
- Keep updated records of accounts downgraded and provide statistics when necessary.
- Train, develop and motivate the Credit/Field staff on effective recoveries strategies to ensure that the team achieves optimum level of collection and recovery.

Qualifications and experience

- Degree in Business Management, Credit Management; or Accounting.
- 4 years' experience in Collection and Recovery.
- Knowledge of Microfinance, and Reserve Bank regulations governing micro-finance institutions knowledge is added advantage

Skills and personal attributes:

- Strong negotiation skills.
- Capacity to work under time pressure,
- Analytical mind with a clear and demonstrable bias towards numbers and ratios.
- Ability to operate sensitively in multicultural environment and develop effective working relations with colleagues and clients,
- Excellent interpersonal skills,
- Multi-lingual an added advantage.

Interested candidates, please send application letters together with detailed CV's, clearly stating position applied for in the subject field no later than **February 5, 2018** to: recruitment.finservices@gmail.com

Being an equal opportunity employer applications are encouraged from qualified individuals regardless of race, religion, sex, or disability.

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