



**JOB TITLE: Treasury Officer**

**Department:** Finance and Administration

**Location:** FINCA Head Office, Dar es Salaam

**Validity period:** 21/04/2026 – 05/05/2026

**Job Summary**

The Treasury Officer plays an instrumental role in Treasury unit responsible for all basic and fundamental activities which contribute to making a lively and active function. Treasury Officer, apart from performing all the essential treasury activities like online payments, supporting branch liquidity, fund transfers between bank accounts and the likes, is also in charge of all the treasury reports to the management and to the outsider including statutory reports.

**Essential Duties**

- Prepare liquidity reports on daily basis, using the standard Central Bank template,
- Prepare and submit monthly reports such as ALCO deposit Report, notes payables maturity profile, investment matrix, BOT NPS reports, and lenders reports
- Management of all bank accounts, to ensure they are on track and always active
- Supporting branch-level liquidity management, to ensure adequate cash availability.
- Manage accruals for interest income on investment and interest expense on borrowings

- Oversee fund transfers between FINCA' bank accounts held with other banks, including those held at the Central Bank
- Ensuring all online payments are initiated on time, accurately processed, and satisfactorily received by beneficiaries
- Collaborate with the Payment and Reconciliation unit to clear up all the outstanding unreconciled items
- Ensuring all treasury deals are properly and timely booked
- Develop and manage payment projections (for both local and foreign currency), aligned with the FINCA Microfinance budget, ensuring accuracy for payments falling due within the next three months to support planning and budget control.
- Prepare and share the company cash position reports with the Finance Manager

## **Education & Experience**

- Degree in Accounting or Finance
- Possession of CPA/ACCA or Chartered Accountancy will be an added advantage.
- Possession of ACI Dealing Certificate will also be an added advantage
- At least 1-year experience in Treasury or Financial and regulatory
- Sound knowledge of Treasury, Accounting Financial management
- Knowledge of relevant statutory requirements
- Knowledge and experience in microfinance and principles and practices of banking will also be an advantage

## **How To Apply**

**Apply: *Send your CV not later than May 5, 2026 to [TZ\\_Recruitment@finca.co.tz](mailto:TZ_Recruitment@finca.co.tz)***

#Only shortlisted candidates will be contacted