

**Heritage**  
Insurance Co  
Tanzania

*"With us ...rest assured..."*

# We're **Hiring!**

Join Our Team



JOB TITLE : **FINANCE OFFICER**

LOCATION : **MWANZA**



**Apply Now**



Submit your CV and Academic Certificates  
[career@heritageinsurance.co.tz](mailto:career@heritageinsurance.co.tz)

*Only shortlisted candidates will be contacted.*

**Deadline: 25<sup>TH</sup> May 2026**

## Job Purpose

The role guarantees proper handling of company funds at the CSP level, ensuring adherence to acceptable standards within finance guidelines. It further entails cash receipting, daily banking, and reconciling online receipts (online platform and Company's core system) for CSP Office transactions

## Qualifications

- A bachelor's degree in accounting or finance or a business-related field.
- Advanced Microsoft Excel.
- Able to work well in a team.
- Ready to adapt and embrace change.

## Responsibilities

- Approving online receipts from all customers who transact via online platforms.
- Daily Smart Policy receipt reconciliation with bank deposit.
- Prepare the reconciliation report (Agent Register).
- Collect remittance advice/deposit slips from customers and other business partners (ensure to obtain the breakdown of the deposits for money deposited in banks).
- Issuing all receipts in the Company's core system for all customers after confirming deposits/cash collections/incoming transfers.
- Communicating any discrepancies between funds deposited by customers and the expected amounts to the intermediaries, customers, and head office.
- Deposit cash and cheques collected daily.

### Get in touch:

☎ +255 (0)22 260 2984/89/90 | +255 746 172 970

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JOB TITLE : **BANCASSURANCE OFFICER**

LOCATION : **DODOMA**



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**Deadline: 25<sup>TH</sup> May 2026**

## Job Purpose

A Bancassurance Officer promotes and sells insurance products through bank channels. This role involves building strong relationships with bank staff and customers, understanding their insurance needs, and providing tailored solutions to meet those needs.

## Qualifications

- Bsc. in Insurance and Risk Management or any business-related field.
- Good Communication and interpersonal skills.
- Negotiation skills
- Able to work well in a team.

## Responsibilities

- Achieve insurance sales targets provided.
- Identify and cultivate relationships with key stakeholders within partner banks, including branch managers and relationship managers.
- Prepare quotations for the Banks and share proforma invoices when required.
- Engage with potential clients to understand their insurance needs and offer suitable products.
- Maintain a client portfolio and ensure high satisfaction and retention levels.
- Ensure all sales activities comply with regulatory requirements and internal policies.
- Prepare and submit regular reports on sales performance and market trends.

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