



Duties and Responsibilities of AFRIDA SACCO Manager

1. Day-to-day running and managing Sacco affairs in a competent manner
2. Oversees the financial operations of the SACCO, including budgeting and financial reporting.
3. Responsible for identifying and managing risks that may affect the SACCO's financial stability and reputation.
4. Working closely with AFRIDA EXCOM to ensure good governance practices and compliance with legal and regulatory requirements.
5. Reconcile all Sacco accounts and members' different ledger accounts.
6. Prepare, arrange, and attend to SACCO committees' meetings.
7. Register and post all members' transactions in FMIS
8. Oversee annual and ad-hoc audits of the SACCO.
9. Timely response to members' requests and Complaints.
10. Excellent Customer Service to ensure a strong commitment to member service and satisfaction.
11. Oversee the SACCO's loan portfolio, ensuring proper risk assessment and recovery measures
12. Implement effective credit management policies to minimize default risks.
13. Manage SACCO investments, including the real Estate, ensuring optimal returns while maintaining liquidity.
14. Provide financial analysis and recommendations on investment opportunities.

Send your CV & application to email: afridasacco@gmail.com not later than 23rd April 2026, 5pm.

Website: <https://afridaug.org>