



FINANCIAL SERVICE CLERK

SNAT SACCO invites internal applications from suitable, competent, and qualified candidates for the position of **Financial Services clerk**.

MAIN FUNCTION OF THE JOB:

To perform all the financial services transactions (credit & deposits), report suspicious transactions, and keep records for the SACCO.

QUALIFICATION(S):

Diploma in Accounting, Financial/Business Management or equivalent.

REQUIRED EXPERIENCE:

At least two (2) years of experience in the accounting field or equivalent with exposure to the SNAT SACCO Core banking system as an added advantage.

PERSONAL ATTRIBUTES AND COMPETENCIES:

- High level of Integrity and Interpersonal skills.
- Strong analytical skills.
- Good report writing and problem-solving skills.
- Understanding of Accounting Reporting and Records Management best practices
- Must be attentive to detail.
- Computer Literacy.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Attend to physical walk-ins and online school fees withdrawals.
- Receive members' deposits for walk-ins and online transactions
- Assist members to make payments through speed point service and ensure the end-of-day process is completed.
- Attending to members' queries.
- Monitor and report suspicious transactions.
- Undertaking an appraisal process of all loan applications
- Verify completeness of documents
- Ensure receipt of all supporting documents in line with the procedure
- Receive member application
- Ensure prompt follow-up with the member on outstanding documentation and communicate accordingly.
- Verify and confirm thorough perfection of securities.
- Promote SACCO products and ensure efficient and informed customers.
- Attend all other delegated SACCO-related activities as assigned from time to time.

APPLICATIONS:

All interested applicants must email their application letters, CV and certified copies of certificates to the Human Resource Office at: humanresource@snatsacco.co.sz with the subject: **Financial Services clerk Application 072026**, before 16:45hrs on the **16th of July 2026**.

Unclear copies and late applications will not be accepted. Should you not hear from us within two weeks from the closing date, please consider your application unsuccessful. Equal opportunities will also be given to people with disabilities.