



VACANCY PALM Microfinance Limited.

Applications are invited from suitably qualified and experienced candidates for the position of **Manager** that is available in our Financial Institution. Reporting to the **Board**, the successful candidate will be responsible for establishing and setting up a new office, key performance indicators, internal controls, accounting system, credit policy, for PALM Microfinance Limited. .

Eligible candidates must meet the following minimum requirements:

- Bachelor of Business Administration, Bachelor of Accountancy, ACCA/CIMA or similar qualifications;
- In depth understanding of credit;
- Advanced computer skills (Excel, Access and PowerPoint, Financial Modeling);
- Good interpersonal communication skills for liaising with people at different levels;
- Minimum of 2 years work experience in a Financial Institution;
- Sound communication and presentation skills.

Key Performance Areas

The successful candidate will:

- Develop and implement reporting of key management information;
- Loan management;
- Staff management;
- Monthly product, customer and Reserve Bank performance analysis;
- Identify performance improvement areas and propose corrective interventions;
- Prepare and present the annual budget and revised estimates to the Board;
- Drive the required business analysis and related process for making; recommendations for new performance opportunities;
- Prepare monthly analysis and commentary on portfolio performance, identifying areas for improvement and corrective action.

Interested candidates who meet the above requirements should send their application letters together with detailed CV and copies of certificates with three traceable referees to:

The Chairman of Board
PALM Microfinance Limited,
P.O. Box 1651,
Blantyre.

Closing date for receiving applications is 31st July, 2017. Only short-listed applicants shall be acknowledged.