



# KENTOURS REGULATED NON-WDT SACCO SOCIETY

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**Date: 6<sup>th</sup> November, 2024**

## **RE: LOANS ASSISTANT JOB ADVERT**

Kentours Sacco Society Ltd is a Non-Withdrawable Deposit Taking Sacco regulated by the Sacco Societies Regulatory Authority (SASRA).

Membership to the SACCO is spread countrywide and is open to Individuals, Corporates, Chamas, and Welfare Groups.

We're looking for a results-driven Loans Assistant to proactively monitor the performance and quality of our loan book.

### **Position Summary:**

The Loans Assistant will be responsible for management of delinquent loans, loans recoveries through Sacco-appointed debt collectors, submission of relevant data to credit reference bureaus, guiding members with filing of cases with the Co-operatives Tribunal and updating Members Personal Accounts.

### **Main Responsibilities**

1. Prompt identification of delinquent loans.
2. Timely communication to defaulters and guarantors on account status.
3. Accurate recovery of delinquent loans from guarantors and realization of securities offered.
4. Timely listing with credit reference bureaus & debt collectors.
5. Preparation of relevant and quality reports.
6. Safe keeping of guarantors' and defaulters' records.

### **Minimum Qualifications and Experience**

1. Professional qualification in CPA Part 2 or CCP Part 2
2. ICT skills including working knowledge of MS Office packages and ERP systems.
3. Minimum aggregate of **2 years** working experience in debtors' management, accounting, finance or related fields in a busy environment.
4. A Bachelor's degree in business-related studies or a Diploma in Co-operative Management will be an added advantage.

### **Personal Attributes**

1. Strong interpersonal and communication skills
2. Highly motivated and target-driven
3. Time management and organizational skills
4. Attention to detail and accuracy
5. Honesty and ability to work within a team under minimal supervision.

Applications should be sent together with updated curriculum vitae and copies of academic and professional certificates, testimonials, recent passport size photograph and national identification card to:

Chief Executive Officer  
Kentours Regulated Non-WDT Sacco Society  
Commodore Office Suites, 1st floor, Kindaruma Road, Kilimani  
P. O. Box 79333 – 00200, Nairobi;

Applications can also be sent on e-mail to: [info@kentours.co.ke](mailto:info@kentours.co.ke)

The deadline for receipt of applications is **Monday, 18th November 2024** at 4.30 pm.

Please ensure you indicate current and expected remuneration in the application cover letter.

Only shortlisted candidates will be contacted.

Thank you.

**Philip Muchiri**  
**Hon. Secretary**

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1<sup>st</sup> Floor, Commodore Office Suites, Kindaruma Road, Kilimani, Nairobi

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