



## VACANCY NOTICE

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions at LUPFIN Financial Services (Pvt) Ltd, a strategic business unit wholly owned by Lupane State University (LSU).

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### 1. LOANS OFFICER

#### Purpose of the Job

Reporting directly to the Credit Manager, the successful candidate will drive the marketing of loan products, oversee loan origination, manage collections, and maintain excellent client relations.

#### Key Duties and Responsibilities

- Loan Origination & Marketing: Market company loan products aggressively to grow the loan book and meet set targets.
- Risk & Evaluation: Collect and verify Know-Your-Customer (KYC) documents; evaluate loan applications and make risk-aware recommendations to management.
- Portfolio Management: Monitor the loan portfolio by performing age analysis, flagging high-risk accounts, and executing proactive collection strategies for non-performing loans.
- Client Relationship Management: Handle client queries efficiently, resolve issues timely, and maintain open, professional communication lines
- Administration: Maintain accurate, secure, and up-to-date physical and digital client credit files.
- Other duties as assigned by the Credit Manager,

#### Qualifications and Experience

- An Honours Degree, Higher National Diploma (HND), or equivalent professional qualification in Finance, Accounting, Economics, Banking, or Marketing.
- Minimum of two (2) years' progressive experience in microfinance, banking, or a credit-related field.
- Advanced proficiency in MS Excel for financial analysis and reporting.
- Exceptional negotiation, conflict resolution, and interpersonal skills.
- Fluency in local languages (e.g., IsiNdebele) is a distinct advantage.

#### Conditions of Service

Information on salary and other benefits will be made available to the short-listed candidates.

## 2. **BOOK KEEPER**

### **Purpose of the Job**

Reporting to the Chief Accounting Officer (CAO), the Bookkeeper is responsible for maintaining accurate financial records, processing daily transactions, and ensuring the robust financial health of the microfinance institution through timely and precise data management.

### **Key Duties and Responsibilities**

- Transaction Processing & Ledger Maintenance: Track, record, and maintain accurate entries for all daily financial transactions, including customer deposits, loan disbursements, loan repayments, and general operating costs. Keep general ledgers up to date.
- Account & Cash Management: Oversee and balance accounts payable and receivable to guarantee prompt payments and precise billing. Conduct routine, strict bank and cash reconciliations.
- Loan Portfolio Support: Run, review, and reconcile customer accounts/statements, track loan deposits, and systematically follow up on outstanding payments.
- Financial Reporting: Assist in the preparation of monthly management accounts, quarterly updates, and annual financial statements (including balance sheets and profit and loss statements).
- Regulatory Compliance: Prepare and timely file all statutory returns and payments, including ZIMRA (VAT, PAYE), NSSA, and Reserve Bank of Zimbabwe (RBZ) requirements, ensuring total compliance with tax and financial laws.
- Audit Support: Keep files organized to provide the necessary information, schedules, and documentation required to support both internal and external audits.

### **Qualifications and Experience**

- An Honours Degree, Higher National Diploma (HND), or equivalent professional qualification in Accounting or Finance.
- Minimum of two (2) years' progressive experience in bookkeeping, accounting, or credit-related financial data processing.
- Advanced proficiency in MS Excel and automated accounting software packs.
- Exceptional numerical accuracy, strong organizational skills, and excellent communication abilities.

### **Conditions of Service**

Information on salary and other benefits will be made available to the short-listed candidates.

### **How to Apply**

Interested and qualified candidates should merge their application letter, certified copies of educational certificates, National ID, and Curriculum Vitae (CV) including salary expectations into a single PDF document.

Applications must be sent via email to: [lupfin@lsu.ac.zw](mailto:lupfin@lsu.ac.zw)

Applicants must state the position they are applying for in the email subject line (*e.g., Application for Loans Officer Post - [Your Name] OR Application for Bookkeeper Post - [Your Name]*).

Closing Date: Friday, 26 June 2026. *Note: Only shortlisted candidates will be contacted.*