

## **MICROFINANCE & MSME FINANCING OFFICER**

### **Role**

Provide strategic support to the Director, MSME Financing and Micro Credit. Assist to develop the MSME Financing and Micro Credit Strategy and implementation plan.

### **Key Duties and Responsibilities**

- Assist to develop, review and implement SIFs Financial Inclusion and Credit Strategy
- Provide support to the development of MSME financing schemes and sustainability plans.
- Liaise and support in the coordination of partnerships with participating financial, non financial institutions and other relevant stakeholders including appraisals, and justifications for selection
- Collate periodic reports from Financial inclusion and credit operations partners and provide detailed reports to the Director, Microfinance and MSME Financing.
- Monitor Financial inclusion and credit operations and provide detailed reports to Reporting Officer.
- Assist in the organisation of LOFAC meetings to coordinate financial inclusion and credit operations including recoveries and repayments.
- Ensure compliance with financial regulations and policies
- Manage and mitigate financial risks by implementing effective controls and risk management strategies

### **Key Deliverables**

- Financial Inclusion and Credit Operations Reports
- Loan application, eligibility, appraisal, disbursement, repayment, recovery and monitoring reports
- Other relevant deliverables as applicable to this role.

### **Reporting**

- Reports to Director, MSME Financing and Credit Officer.

### **Experience Required:**

At least 5 years

### **Educational Requirement:**

Master's Degree or its equivalent.

**Skills Required,**

Financial reporting, Excel, Credit reporting ERP and demonstrate knowledge in the use of Accounting software's such as Sage, Tally, Quickbooks.

**Language Requirement:**

Excellent communication skills in English and local language

**Supervisory Responsibility:**

Direct and indirect. Supervision of relatively all SIF staff

**How to Apply**

If you are a motivated and results-driven finance professional, please submit your application, including your resume and cover letter, to the Contact Information below.

**Closing Date**

Applications should reach the **Chief Executive Officer** through **info@sifinghana.org** or in person or post by the address below not later than the close of day on **25th March 2026**.

**Additionally, as part of the application, applicants should submit the names, telephone and email details of three persons familiar with their professional competencies, and who are willing to provide references for the applicant.**

**The Social Investment Fund**

**The Chief Executive Officer**

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