



## **Professional job announcement for a Loan Officer position at Highpeak Finance Ltd**

- \*Company: Highpeak Finance Ltd
- \*Position: Loan Officer
- \*Location: Kigali City
- \*Employment Type: Officer
- \*Category Details:

### **Job Purpose:**

To evaluate, authorize, and recommend approval of loan, applications while ensuring compliance with company policies and financial regulations.

### **\*Key Responsibilities:**

1. Assess and process loan applications,
2. Conduct client interviews and financial assessments
3. Analyze creditworthiness and risk levels,
4. Prepare loan proposals and documentation,
5. Monitor loan repayment and follow up on defaulters,
6. Maintain accurate client records, Promote financial products and services.

### **Key Requirements:**

- Strong analytical and financial assessment skills,
- Excellent communication and interpersonal abilities,
- High level of integrity and professionalism,
- Ability to meet targets and deadlines.
- Good knowledge of lending procedures and credit analysis,

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# HIGHPEAK FINANCE LTD

Tel: +250 788 845 020

Email: [highpeak2026@gmail.com](mailto:highpeak2026@gmail.com)

Address: City Tower House | Nyarugenge | Kigali City

- Proficiency in MS Office and financial software

**\*Qualifications:**

- \* Bachelor's degree in Finance,
- \* Business Administration,
- \* Economics, Accounting or related field,
- \* At least 2–3 years of experience in lending or financial services (preferred)
- \* Knowledge of banking regulations and credit policies,

\*Professional certifications (e.g., CPA, CFA) are an added advantage.

\*Reporting To Managing Director

Application Deadline: 22<sup>nd</sup> April, 2026

**\*How to Apply:**

Interested candidates should also submit their CV and cover letter to the following address:

\*Email: [highpeak2026@gmail.com](mailto:highpeak2026@gmail.com)

For more information contact: +250788845020

Done at KIGALI on 14<sup>th</sup> April, 2026

**MANAGING DIRECTOR**

**UMURERWA Donavine**

