



1. JOB TITLE: Treasury Middle Office Analyst

Absa House – ABT
R-15930058

Job Summary

To support Treasury financial reporting and control framework ensuring that product control infrastructure meets best practice for efficiency and absa internal and external standards, Managing the product control framework and to coordinate the finance reporting processes, report on risks/results and provide a source of information for Treasury front office, finance department and general management with regard to positions, results, instruments, products, activities, systems and procedures.

Job Description

- Assist in the reduction of operational risk and /or any other risk in the Treasury Front and Back-Office Manage and any change initiatives that impact the Middle-Office function.
- Prepare and monitoring of report on Cancel, Amended and Late trades(CAL report) on daily basis.
- To perform key reconciliation like suspense, FOBO breaks, inter-desk reconciliation on daily basis
- Manage risk and control effectively by applying applicable risk frameworks and embedding a positive risk culture.

- Provide insight of the reported numbers P&L and Balance sheet of Global markets and Treasury execution.
- Produce daily P&L and Balance sheet substantiation for the Global Markets and Treasury Unit.
- Recommend, develop and introduce system automation solutions for Global Markets and Treasury risk monitoring.
- Standardize and refine existing procedures to improve Middle-Office environment and review Pricing/MVA/Rate Reasonability Policies related to Product Control, Global markets & Treasury products.
- Understand and ensure all the key controls in product control and governance arena are actively implemented.

Education

Further Education and Training Certificate (FETC): Office Administration
(Required)

APPLICATION INSTRUCTIONS: [CLICK HERE TO APPLY](#)

2. JOB TITLE: Business Analyst

Absa House - ABT

R-15929971

Job Summary

To provide data analysis, report generation (MIS), data cleansing/ownership to support Consumer Banking

Job Description

- Prepare and circulate all in country Retail daily MIS with appropriate commentaries to all stake holders
- Collate and analyse Retail performance Monthly data with appropriate commentary and recommendations to drive exceptional business performance.

- Analyse monthly OSAB and Vintage analysis of LG Performance and payments.
- Assist Retail Analyst to provide accurate and timely analysis of the Retail business performance, aimed at identifying root causes of variances to budgets and forecasts.
- Maintain a clear and objective view of business performance through accurate monthly flash/ forecast, (Dashboards)
- Analyse monthly P&L reports from finance to identify any anomalies and income leakages.

Education

Higher Certificates and Advanced National (Vocational) Certificates: Business, Commerce and Management Studies (Required)

APPLICATION INSTRUCTIONS: [CLICK HERE TO APPLY](#)

3. JOB TITLE: Account Manager

Dodoma Branch – ABT

R-15930035

Job Summary

To advise customers and process banking transactions accurately and timeously through the execution of predefined objectives as per agreed standard operating procedures (SOPs).

Job Description

Provides specialist advice to clients and other stakeholders within area of expertise: Analyses client needs and researches solutions (products and services) to meet the needs of clients. Prepares plans and designs solutions to meet the needs of clients. | Sales support: Where applicable identify sales leads: Contribute to bottom line growth through identification of sales opportunities | Risk & Compliance: Comply to legislative requirements and internal processes | Improve customer experience: Improve Customer Experience: Ensure that customer queries and complaints are timeously addressed | : | : | : | :

Education

Higher Certificates and Advanced National (Vocational) Certificates: Business, Commerce and Management Studies (Required)

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DEADLINE: 03RD APRIL 2022