



1. JOB TITLE: Head; Finance Reconciliation (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

Provide leadership and direction to the reconciliation team and be responsible for the development and maintenance of the bank's reconciliation system ensuring that it continually acquires and maintains a profitable business with minimum risk.

Main Responsibilities:

Strategic Focus

- Support the Chief Finance Officer to manage the unit's budgets for resources and ensure desired cost-effectiveness.
- Oversee, coordinate, direct, and give guidance to the department and bank on all reconciliation activities.
- Ensure that daily trend analytics and monitoring of the NMB's balance sheet items is conducted and mishaps are identified, escalated as per approved matrix, and resolved.
- Interact with both internal and external auditors when required and submit necessary statements.
- Carry out analysis of processes, systems and internal controls and make recommendations for streamlining and improving them.
- Provide critical input for technical accounting and policy guidelines on system implementation projects in bank accounts and the reporting of balances due from banks in the financial statements.
- Represent the bank on reconciliation issues at internal/ external forums and be a role model in representing the bank's good image.

Leadership and People Management Focus

- Manage, plan, and monitor the work of the reconciliation staff, providing direction, and focus, motivating and coaching to maximize overall effectiveness of the Unit.
- Develop, direct, and evaluate the department's employees by using the bank's systems to ensure that they are able and motivated to perform their job duties.
- Manage the information flow in both directions (upwards and downwards).
- Build, develop and lead "Winning Teams" through good guidance, training, and capacity building.
- Be a Role Model in all aspects of Management to the direct reports and other team members within the network.
- Create an empowering environment for the various teams in the reconciliation department encouraging ownership, initiative, and accountability.
- Implement the bank's performance management directives.
- Ensure full compliance, provide oversight and monitor the implementation of various consumer protection requirements across business area/Unit.

Operations Focus

- Interact with both internal and external auditors when required and submit necessary statements. Work in teams to achieve stated deliverables per audit engagement.
- Support the Operational Risk department and other departments/branches by providing analytical reports and other crucial information in the process of maintaining quality books of accounts.
- Monitor accounts data to ensure compliance with the bank's financial rules and accounting policies, follow through on identified issues, and inform the management of any matters that affect the accuracy of the accounts.
- Prepare the data for the Board of Auditors; respond verbally and in writing to audit queries from both Internal and External Auditors.
- Provide advice to the HOD's and /or EXCO, and other Account Owners or Reconcilers on matters relating to branch/head office accounts and reconciliations.
- Oversee daily reconciliations of local clearing accounts and bankers' payment cheque account, Visa, MasterCard and Union Pay accounts.
- Liaise with Risk and Compliance departments to ensure policies and procedures pertaining to Global Reconciliation are appropriately implemented.
- Review the closing of the journal entries by scrutinizing them, reconciling any discrepancies, and amending any errors to verify the validity and accuracy of the closing entries before submitting them to the accounts manager.

Knowledge and Skills:

- Excellent problem-solving skills including the ability to deal effectively with the majority of escalations to ensure resolution is obtained to the complete satisfaction of all parties involved.
- Understanding of the banking business, Card business and branch operations, and risks and controls.
- Good understanding of the banking financial accounting and ERP Systems, such as PeopleSoft, Oracle, or SAP with good knowledge of financial modules.
- Excellent computer skills, in MS Office applications.
- Strong Leadership skills
- Excellent Communication skills
- Managing Performance and Resources
- Strategic Planning and Vision

- Analytical Thinking
- Strategic Thinking
- Technological Awareness
- Planning and Organizing

Qualifications and Experience:

- Bachelor's degree in Accounts, Finance, Business Administration, Banking, Economics or Commercial subjects with CPA (T) and ACCA.
- A Master's degree is an added advantage.
- At least 10 years' experience in the field of Accounting, Finance or External Auditing.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce. Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 19-Mar-2024

Job closing date : 02-Apr-2024

2. JOB TITLE: Head; Financial Reporting and Tax (1 Position(s))

Job Location :

Head Office, Hq

Job Purpose:

Responsible for all aspects of financial management and regulatory reporting such as preparation of consolidated financial statements, management accounting, statutory reporting, and tax management.

Main Responsibilities:

Strategic Focus

- Review and maintain financial reporting systems to ensure timely and accurate reporting to Management, Board, Auditors, Regulators, and other external stakeholders.

- Ensure that all regulatory reports, financial statements, annual reports, and internal reports are accurate and timely submitted to the relevant authorities/stakeholders including publication of audited and unaudited financial statements in line with regulatory requirements.
- Ensure financial statements and annual reports are prepared in accordance with the bank's policies, regulatory requirements, and other local and international reporting standards.
- Review chart of accounts of the bank to ensure proper mapping of general ledgers for accurate recording and reporting of accounting transactions in line with international and local reporting standards.
- Maintain effective and professional relationships with regulators, auditors, and other internal stakeholders to ensure accurate and timely delivery of regulatory reports, audited financial statements, annual reports, and other internal reports.
- Manage tax compliance including tax planning, accounting for income taxes, filing of tax returns, interpretation of tax laws and recommending on their implication to business transactions.

Leadership and People Focus

- Ensure staff understand the context of their roles in relation to the department and NMB's strategy.
- Manage the performance of departmental staff including contracting, reviewing, and appraising performance.
- Assess and monitor the training and development needs of the staff.
- Ensure staff have the resources they require to perform their work.
- Engage with staff, assess, and report on the level of staff engagement.

Operational Focus

- Manage the requirements of the internal and external auditors in order to ensure a full and rigorous audit of NMB accounts and take action to implement recommendations.
- Oversee audit and inspection (External audit, BOT and TRA) to ensure the bank is compliant with both local and international requirements.
- Attend to BOT examiners in order to conduct effective examination of the bank.
- Liaise with tax consultants in order to ensure thorough corporate tax assessment.
- Coordinate for the tax information and respond to TRA queries/findings including follow-up on various tax objections with TRA, Tax appeals Board and Tribunal court and closure of outstanding tax matters.
- Ensure full compliance, provide oversight as well as monitor the implementation of various consumer protection requirements across business area/Unit.

Knowledge and Skills:

- Business understanding of financial and management accounting, local and international reporting standards, Income tax and other tax regulations.
- Standard computer applications (Excel, Word and Access),
- Financial management and reporting.
- Building a Successful Team
- Communication skills
- Customer Focus,
- Leadership skills
- Formal Presentation

Qualifications and Experience:

- Bachelor's degree in accounting, Auditing, Business Administration/Management, Economics, Finance, or other relevant fields. Postgraduate qualification in similar fields is an added advantage.
- At least 10 years' experience in Finance Control and Reporting

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.
Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 19-Mar-2024

Job closing date : 02-Apr-2024

3. JOB TITLE: MEP Systems Technician (Fixed Term - 2 Years) (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

To monitor the bank's Data Centers Power, Cooling, Physical security, access control & other low voltage systems at the bank's Primary and DR Data Centers.

Main Responsibilities:

- Daily monitoring and escalation to MEP systems engineers incidents related to the Data Centers Power (Utility feeds, Electrical Systems, Generator systems, UPS, battery strings, etc.), Fuel oil Systems, BMS, DCIM, Physical security, access control & other low and Extra Low Voltage systems.
- Inspect data center's facilities and equipment for unsafe or malfunctioning conditions.
- Proactively monitor electrical and mechanical systems parameters and produce daily reports.
- Facilities management, including risk identification, incident response and customer support.
- Investigate electrical and mechanical failures and report to MEP Systems Engineers.
- Proactively monitor electrical and mechanical systems parameters and coordinate modifications / improvements and upgrades.

- Analyze electrical and mechanical systems failures and suggest effective and efficient solutions to the line manager.
- Respond on an as-needed basis to incidents and emergencies - such as physical security, cooling, fire alarms, etc., 24 x 7, and arrange for backup when not available within SLA.
- Implement and enforce corporate safety, health and environmental policies, including activities of outside contractors, to ensure no adverse effect on the operation of the facility.
- Evaluate overall performance and capacity of Data Center Infrastructure and provide recommendations for improving performance.

Knowledge and Skills:

- Knowledge of electrical/mechanical power solutions/technologies in the market.
- Ability to work in a fast-changing banking service environment.
- Ability to present technical data in a comprehensive, yet clear manner.
- Competent in monitoring and incident management of electrical/ mechanical systems.

Qualifications and Experience:

- A Bachelor's degree in electrical/mechanical engineering.
- At least 2 years of relevant work experience in electrical power supply/mechanical systems support.

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.
Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 19-Mar-2024

Job closing date : 02-Apr-2024

4. JOB TITLE: Zone Systems Administrator - Fixed Term (2yrs) (1 Position(s))

Job Location :Central Zone, Central

Job Purpose:

Perform daily maintenance, monitoring, and support of NMB working tools at Head Office and branches, quality assurance of work done by suppliers and service delivery that meet and exceed business and customers' expectations (availability, recoverability, security and continuous improvement).

Main Responsibilities:

- Daily and scheduled maintenance of Branch user working tools (Desktops, Laptops, Teller Printers, MFP's, Desktop Printers, Flatbed scanners, Cheques Scanners, CCTV gargets, Agri-vouchers scanners, forex boards, Note Machines Counting, Sorting, Banding & Strapping Machines), Electric power systems (Generators, Uninterruptible Power Supply - UPS, Stabilizers, Inverters, Solar / Wind Power systems, etc.), Self Service terminals (Onsite & Offsite ATMs, Branch POS terminals, Merchant and Agents POS terminals, etc.).
- Perform daily morning checks for all the branches within your zone to and resolve/escalate all the problems that require maintenance.
- Updating and maintenance of Asset Management database, current inventory, disposal process and managing the life cycle of branch working tools every six months.
- Resolution and closure of support working tools incidents and problems logged into Service manager from branches/head office ensuring SLA(s) and customer expectations are met.
- Attend to all planned maintenance activities such as preventive and corrective maintenance of working tools.
- Supervise vendors (Quality Assurance) on site when conducting planned and unplanned maintenance of working tools to ensure quality of the completed job (good workmanship) at the shortest possible duration to avoid unnecessary delays at a minimum disruption of customer service and cost effectiveness.
- Ensure that daily, weekly, and monthly statistics, status reports, and graphical aids are completed and continually modified to meet the needs of the department.
- Provide first-aid / basic troubleshooting training to two Branch IT Champions that will be identified at every branch. The Branch IT Champions will be the first contact points for Zone Systems Administrator regarding all ICT systems incidents and problems.
- Escalate and closely follow-up with Second level support (respective Head Office ICT section), and 3rd level support (system vendors) for all branch IT systems incidents and problems which cannot be resolved by him / her.
- Daily follow-up to ensure that all PCs and laptops are protected with latest NMB standard security controls.
- Plan and carry out all his/her duties in the area (branch visits, etc.) in good order of priority and cost-effective manner.
- Prepare and submit the list of obsolete, end of life equipment and computers for donation quarterly. Ensure all items are rechecked to avoid disposing of equipment that are still fit for use. Facilitate the sign off from the zonal level.
- Responsible for installation and configuration of ATMs and monitor the performance/UPTIME of zone.

Knowledge and Skills:

- Technical knowledge of banking IT systems used in branches.
- Ability to work in a fast-changing banking service environment.
- Ability to provide basic user training to branch staff.

- Ability to provide basic technical training to branch IT champions.
- Strong knowledge of head office working tools and other computer peripherals.
- Commitment to the values of integrity, accountability, transparency, scientific rigor, and drive
- Positive self-esteem, confident, good oratory, and communication skills.
- IT systems troubleshooting skills.
- Must be committed to self-development and be enthusiastic about acquiring new skills and embracing new technologies.
- Time planning, organizing and logistics skills.
- ICT Service Management skills (ITIL) will be an added advantage.
- Networking skills (CCNA)
- A self-starter; Ability to work on own initiative, prioritize work with minimum supervision and work under pressure.
- Ability to quickly understand new technologies' benefits and how these may impact current business practices.
- Ability to present technical data in a comprehensive, yet clear manner.
- Technical interaction with vendors, contractors, and other stakeholders.

Qualifications and Experience:

- Bachelor's degree or its equivalent in ICT engineering discipline.
- Certification in any IT systems (e.g., Cisco, Microsoft, etc.) will be an added advantage.
- At least 3 years of relevant work experience in banking IT systems support.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce. Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 20-Mar-2024

Job closing date : 03-Apr-2024

[APPLY HERE](#)