

NCBA Bank Tanzania Limited

Job Title: Accountant Payable

Reports to: Statutory & Management Reporting Manager

Department: Finance & Strategy

Job Purpose Statement

Oversee that Accounts Payable function for procurement and suppliers is carried out efficiently and in a controlled manner. Enforce the Expense Management Guidelines for proper cost control.

Oversee the maintenance of fixed asset registers, including additions, update of asset details, disposals and write-offs of assets.

Duties and Responsibilities

- Identify opportunities within the various units and channels for efficiency improvement.
- Provide yardsticks at cost centre level. Periodic production of cost centre reports highlighting variances against budgets and prompting concerned units to institute corrective actions.
- Ensure that all projects are properly documented and that the documentary evidence of approvals by the relevant Committees.
- Ensure that all projects have a post implementation review (PIR) and challenge the Business owners to include the projected benefits into their future budgets Accounts Payable and Cost Controls
- Oversee that Accounts Payable function for procurement and suppliers is carried out efficiently and in a controlled manner. Enforce the Expense Management Guidelines for proper cost control.
- Ensure quick turnaround time in approving expenditure Requests; as well as processing payments
- Monitor and review the branch expenses through petty cash process and ensure that the branches get approvals for any variations
- Maintain a proper and up to date inventory of all Fixed Assets of the Bank in an automated Fixed Assets Register.
- Ensure that all the stages of Fixed Assets life cycle covering acquisition, depreciation, movement, revaluation and disposal are correctly recorded and accounted for Reconcile the Fixed Assets Registers to the General Ledger on a monthly basis.
- Collate and provide accurate information required by regulators, rating and lending agencies
- Regularly review supplier invoices and effect payments.
- Resolve accounting discrepancies, these include reviewing the unusual movements in the general ledger accounts and make follow for corrections.

- Align performance objectives in line with the line manager and departmental objectives
- Explain billing invoices and accounting policies to staff, vendors and clients
- Set challenging performance objectives and measures for the team and provide regular feedback and honest assessment on achievement
- Be a role model for the team, performing duties wholeheartedly
- Be the service change agent across the Bank and work with HR to implement internal staff engagement activities to boost culture around service excellence.

Ideal Job Specifications

- Academic Qualifications:
 - University Degree in Finance, Accounting or Business Studies.
 - Fully qualified Certified Public or Chartered Accountant or similar qualification.
- Desired Work Experience: Minimum 2 years' experience in an accounting or audit environment
 - Experience in Accounts Department
 - Experience in maintaining a Fixed Assets Register and FAR reconciliation procedures
 - Good interpersonal skills and good verbal and written communication skills.
 - Good numerical skills
 - Good computer skills, especially MS Excel

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Job Title: Manager, ICT Risk

Reports to: Head, Enterprise Risk Management

Job Purpose Statement

The purpose of this role is to create and sustain a cohesive culture and approach to ICT Risks that gives assurance on the Bank's ability to adapt, recover or mitigate the impact of Information and Cyber risks on its business, customers, employees, shareholders and other stakeholders.

Duties and Responsibilities

- Undertake risk assessments, analyse the effectiveness of technical and procedural control activities, and provide actionable recommendations to management.
- Assess the Bank's information and Cyber Security capabilities, operations and supporting technology controls to identify risks and recommend pragmatic risk mitigation measures.
- Identify and assess business disruption risks and their impacts associated with current business practices and strategic plans.
- Identify critical points of failure in the Bank's ICT disaster recovery plans and recommend risk mitigation measures based on best practice standards.
- Review and report on the residual ICT risks.
- Review and improve the training and awareness programs for Information and Cyber Security in the bank.
- Succinctly frame emerging threats and risk in alignment with the existing risk profile.
- Distil complex risk, process and control relationships into simple dashboards/reports.
- Demonstrate robust risk management oversight in supporting various internal assessments and regulatory examinations.
- Support the development of the IT risk management practice, framework and methodologies.
- Review, report and follow-up on closure of any noted gaps during the ICT risk assessments.
- Periodical review of the ICT and Cyber Security policy, standards and guidelines
- Customer Drive customer satisfaction through timely ICT risk Assessments that have been put in place to support business.
- Providing prompt feedback on internal customer queries on ICT.
- Responsible for delivering the performance objectives set and managing his/her own learning and development to build capacity and avail him/herself for coaching and training opportunities.

Ideal Job Specifications

- University Degree in a relevant field
- Master's degree will be an added advantage
- Relevant certifications in Information Security and Risk Management knowledge areas such as CRISC, CISM, CISA, CISSP or equivalent.
- At least 4 years' experience in a similar role with exposure to Banking operations, Technology or Assurance functions.
- Practical Knowledge of BOU guidelines on ICT Risk Management.
- Practical Knowledge of risk and control frameworks and their application within the Financial Services industry.

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