



## 1. JOB TITLE: **Head- Financial Reporting & Tax**

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**Locations:** Head Office NBC

**time type:** Full time

**Time left to apply:** End Date: June 29, 2025 (12 days left to apply)

**job requisition id:** R-15976504

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

### **Job Summary**

To drive the delivery of robust financial management and standardized general ledger accounting and maintenance processes through enhanced financial control environment within the Bank.

Work with tax manager, to deliver and ensure statutory tax compliance for NBC and provide tax advice where appropriate.

To plan, manage and monitor the implementation of tax related activities and processes to deliver operational plans in an effective and efficient manner.

### **Job Description**

#### **Key Accountabilities:**

- Key liaison and stakeholder manager on financial accounting and reporting matters.

- Ensure accounting entries are accounted for in line with International Accounting and Reporting Standards.
- Provide advice on accounting treatment of new products while ensuring adherence to the standard processes and procedures according to International Financial Reporting Standard (IFRS), Tax and Local regulatory frameworks (BOT, TIB, TBA and NBAA).
- Ensure Bank reputation with external stakeholders such as regulators, auditors and tax is protected
- Liaise with the Tax Manager to ensure proper accounting for all taxes and prepare regular updates to management and board
- Attend to all TRA tax audits and investigations in collaboration with Tax Manager
- In collaboration with reconciliation team, manage periodic reconciliation of accounts and resolution of audit queries.
- Obtain relevant financial data from the Flexcube and SAP systems.
- Prepare pertinent and financial reports and analysis for review by Financial Controller
- Collation of commentary and explanations on significant trends and movements.
- Establish all sources of revenue in the bank and ensure that they are properly accounted for by randomly tracking the accounts to assess if the necessary information is captured correctly.
- Manage all month-end revenues accounting; both manual and system generated revenues and ensure that the revenues are recorded from the point of origination to the trial balance.
- Recognize revenue accurately and establish revenue leakage by ensuring that the revenue streams pass through the necessary controls until they reach the trial balance without leakage.
- Continuously identify areas for improved efficiency and reduced cost.
- In collaboration with Manager -tax, interpreting annual tax audit reports and preparation of relevant responses.
- Monthly Computation of the tax and filling of tax returns of the bank.
- Preparation of audited financial statements of the bank according to IFRS (International Financial Reporting Standards) in liaison with Regulatory Reporting Manager.
- Liaise with Manager tax, to ensure all taxes, fees and levies are accurate, timely and comply with tax laws in Tanzania.
- Own and drive all International Financial Reporting standards (IFRs) projects. Such as IFRS 16, IFRS 9 etc.

- Strategically plan reporting cycle to ensure compliance with set Group and local reporting deadline.
- Perform Impairment recon for Corporate and Retail
- Ensure accurate Financials Segmentation for both Balance Sheet and Income Statement.
- Ensure daily reconciliation for SAP and Flex T/B after daily file upload and ensure explanation for the differences are provided.
- Act as a custodian of charts of accounts by ensuring the following
  - Proper maintenance of charts of accounts through opening and closing of G/Ls in the core banking system.
  - Ensuring correct G/L mapping per product in the Core banking system.
  - Ensure correct mapping between SAP and Flex cube G/Ls, products, cost Centre etc,
  - Ensure daily file interface process between Core banking system and SAP is up and running.
- Support periodic reports, data and system management e.g. TMI
- People Management
- Manage a team of subordinates reporting to you to ensure effective delivery of tasks assigned
- Support the line manager for the area to develop a high performing team by conducting periodic operational performance discussion and assisting employees to prepare portfolio of evidence for formal performance development discussions.
- Coach and mentor team members daily on how to improve their own productivity and use of the bank's processes and systems.
- Based on training plans agreed with the line manager, monitor team members to ensure that planned training is undertaken.
- Establish and maintain a succession plan for the team.
- Ensure review leave plans is in place for line manager to adjust the plans if required.
- Identify employees that are not meeting short term productivity or control targets and make to the line manager to place employees on the Performance Accelerator Programme.
- Execute EOS (Employees Opinion Survey) action items as agreed based feedback by people function.
- Any other task as assigned by line manager depending on operational requirements.

## Qualifications

Analytical Thinking - Basic (Meets all of the requirements), Bachelor`s Degrees and Advanced Diplomas - Financial Sciences, Digital familiarity (Meets some of the requirements and would need further development), Enabling team success (Meets some of the requirements and would need further development), Ethics and values (Meets all of the requirements), Financial Accounting (Meets all of the requirements), Financial Experience, Openness to change (Meets some of the requirements and would need further development), Quality orientation (Meets all of the requirements)

**APPLY HERE**

## 2. JOB TITLE: **Financial Analyst**

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**Locations:** Head Office NBC

**time type:** Full time

**time left to apply:** End Date: June 29, 2025 (12 days left to apply)

**job requisition id:** R-15976495

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

### Job Summary

To support the delivery of robust financial management and standardized general ledger accounting and maintenance processes through enhanced financial control environment within the Bank.

### **Job Description**

#### **Key Accountabilities**

#### **Financial Accounting and Reporting**

- In consultation with Head of Financial Reporting & Tax ensure accounting entries are accounted for in line with International Accounting and Reporting Standards.
- Provide advice on accounting treatment of new products while ensuring adherence to the standard processes and procedures according to International Financial Reporting Standard (IFRS), Tax and Local regulatory frameworks (BOT, TIB, TBA and NBAA).
- Obtain relevant financial data from the Flex cube and SAP systems.
- Prepare pertinent and financial reports and analysis for review by Head of Financial Reporting.
- Own and drive all International Financial Reporting standards (IFRs) projects. Such as IFRS 16, IFRS 9 etc.
- Perform reconciliation of modal outputs such as Impairment numbers, IFRS 9, IFRS 16 , Share base etc. before posting.
- Act as GL controller, by performing daily T/B review for unusual and significant movements and provide commentaries on the same.
- Perform GL recons for all allocated accounts.
- Review trends in consolidated information to formulate a view on relevance, accuracy and consistency of data
- Ensure accurate Financials Segmentation for both Balance Sheet and Income Statement.
- Participate in sourcing process by attending negotiation meeting for spending below PTC threshold and constructively check and challenge the quoted prices to ensure the bank obtains value for money.
- Actively participate in month end activities to ensure set Group and local reporting timelines are met.
- Support group reporting as required by providing supplementary information such as specified commentaries or reports.
- Ensuring daily review of all manual journals to ensure proper accounting entries depending on the nature of the transaction and recommend for approval before posting.
- Daily review of various payment request and recommend for approval before payment.
- Collaborate with Head of Financial Reporting and Tax Manager on tax related matters to ensure the delivery of unit objectives.
- Ensure correct accounting treatment of all new products rolled out in NBC through NAPA.
- Be aware of and up to date with all financial and commercial issues affecting the business.

- Ensure an effective filing system is maintained for proper audit trail
- Adhere to the standard processes and procedures according to International Financial Reporting Standard (IFRS), Tax and regulatory issues
- In collaboration with Head of Financial Reporting, act as a custodian of charts of accounts.
- Collaborate with colleagues in other units to support audits both internal and statutory audits.

## **Role / Person Specification**

### **Education and Experience Required**

- Degree in Accounting or Finance
- Professional accounting qualification such as CPA (T) or ACCA or CA
- Finance professional with 3+ years' experience in Finance world, business partnering capabilities and controls & compliance culture.
- Effective communicator, both 1:1 and 1 to many, in verbal and written forms
- Past Demonstration on results achievement and drive change
- Strong analytical skills- ability to absorb and instil simplicity
- Strong MS Excel skills, power points and other Microsoft applications
- Fluent in English

### **Knowledge & Skills: (Maximum of 6) Competencies: (Maximum of 8 competencies)**

- Deciding and initiating action
- Learning and researching
- Entrepreneurial and commercial thinking
- Adapting and responding to change
- Persuading and influencing
- Creating and innovating
- Excellent diagnostic skills and rigorous approach to problem solving
- Excellent communication skills at all levels
- Excellent comprehension skills to understand and interpret industry data and economic trends
- Sound financial skills
- Strong formal presentation skills to gain acceptance to solutions, both internally and externally
- Strong team-working skills
- Negotiation and presentation skills

## **Qualifications**

Analytical Thinking - Basic (Meets all of the requirements), Digital familiarity (Meets some of the requirements and would need further development), Enabling team success (Meets some of the requirements and would need further development), Ethics and values (Meets all of the requirements), Financial Accounting (Meets all of the requirements), Financial Experience, Higher Diplomas - Financial Sciences, Openness to change (Meets some of the requirements and would need further development), Quality orientation (Meets all of the requirements)

**APPLY HERE**