



JOB TITLE: Finance Analyst (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

Responsible for accurate recording and reporting of the Bank's transactions, budget control/monitoring, fixed asset management and ensure efficiency and effectiveness in processing payments.

Main Responsibilities:

- Control financial resources and ensure that all financial transactions, systems and procedures comply with regulations, accounting principles, and standards.
- Financial analysis and reporting, taxation, insurance, credit control, accounts payable and receivable, inventory and cost control, and budgeting and forecasting.
- Advise management on financial matters and the impact of laws and regulations on the organization.
- Work closely with Senior Finance Analyst, Managers and other departments to develop budgets and monitor the approved budgets including projects.
- Review and monitor the cost center budget and ensure monthly reports are shared with cost center owners and arrange meetings with Business/Cost Centre owners to discuss variances noted in their report and instill cost conscious culture.
- Ensure timely payment of invoices as per the agreed Turnaround Time and ensure records are safely kept for easy reference and audit trail.
- Ensure timely resolution of queries and complaints as per the agreed Turnaround Time including Procure to Pay (P2P) queries/complaints.
- End to end management of fixed assets of the bank including timely updating the fixed asset register (FAR) with additions/capitalization/transfers/disposals, running depreciation and reconciliation of FAR with General Ledgers from the system.
- Coordinate physical verification of fixed assets across the network and timely reconciliation of verified assets and assets in the FAR to resolve any difference noted.
- Be available for any other duties related to finance and control as may be assigned from time to time by bank's management.

Knowledge and Skills:

- Understanding of financial control and management, and the application of Bank's products, policies, and procedures.
- Technical Financial management, accounting management; computer literacy (MS Excel, Power Point, ERP systems), best practices in internal controls.
- Behavioural Information Monitoring, Decision Making, Communication, Customer Focus, Facilitating Change, Managing Work.

Qualifications and Experience:

- Bachelor's degree in business studies, preferably Accountancy and Finance or related fields.
- Professional qualification (CPA, ACCA) will be an added advantage.
- At least 3 years' experience in financial accounting and internal control environment.

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 : 24-Mar-2025

Job closing date : 07-Apr-2025