

SENIOR BANKING ASSOCIATE / JUNIOR EXECUTIVE – TREASURY OPERATIONS

THE JOB

- Ensure transactions are processed & settled in line with policies & procedures.
- Ensure accurate & prompt capturing of Interest & Foreign Exchange rates to the system.
- Ensure timely & accurate reconciliation of accounts relating to the unit.
- Prompt follow up & resolution of outstanding Nostro entries as per the Nostro reconciliation received from Central Reconciliation Unit.
- Ensure accurate and timely preparation, matching and follow up of transaction confirmations
- Responsible in checking Central bank cash position to ensure treasury transactions are captured accurately
- Cross check with RTGS system to monitor sufficient cash balances are maintained to meet statutory reserve requirements
- Ensure timely and accurate internal and external periodic returns
- Ensure adherence to policies, procedures and guidelines to protect the bank from all forms of risks. Operating risk, security risk, compliance risk, reputation risk and such others that would be applicable
- Responsible in creating of relevant swift messages on a need basis
- Responsible in reconciling and preparation of payment schedules of brokerage bills
- Ensure accurate and timely details are provided to, Compliance and Operations units for treasury related transactions
- Responsible in managing effective relationships with stakeholders such as Central Bank, Counterparts and Brokers
- Ensure required MIS is provided and circulated at defined intervals

THE PERSON:

- Be fully / partly qualified in Banking / Finance or any other related field.
- Preferably be qualified in ACI Operations Certificate or Certificate Programme in Treasury and Foreign Exchange Operations (CBS) or Diploma in Treasury and Risk Management. If not in possession of the above qualifications, should obtain same within a period of one year by enrolling to the programme scheduled to commence in June.
- Possess at least one year of Treasury related experience.
- Possess strong analytical and communication skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 15th May 2024

We will correspond only with the shortlisted applicants

"We are an equal opportunity employer"



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Vice President Human Resources