

JUNIOR EXECUTIVE – GOVERNANCE & CONTROL

The job holder is responsible for assisting the Card Centre Governance and Control team for Compliance and Regulatory Reporting / Maintenance and Preparation of Card Centre Reports for External / Internal stake holders for compliance requirements and MIS and reconciliation of internal GL accounts.

THE JOB

- Timely submission of monthly & quarterly return to CBSL, VISA & other relevant internal departments.
- Ensure that all returns and reports are delivered timely and accurately, SLAs are met, measured and reported to stakeholders on agreed frequency.
- Adhere to maintaining healthy relationships with all bank departments / branches & especially PRVS, CRM & call center to provide timely service to card holders.
- Resolve inquiries within agreed frame along with a quality service to card holders to mitigate reputational loss to the bank.
- Assists various business enhancement projects initiated by cards.
- Reconciliation of GL accounts (Recs): Key responsibility includes recording and managing general ledgers along with various Nostro accounts.
- Contribute to regulatory reporting compliance framework.
- Active & effective participation in work related projects & special assignments.
- Collaborating with stakeholders like Compliance, Finance and Technology teams in the automation process.
- Maintain Zero- tolerance with respect to adherence to all internal audit, external audit & regulatory compliance, as applicable.

THE PERSON

- Full or part qualification in Banking, Finance or any other relevant professional qualification.
- Possess a minimum of 3-4 years' of work experience in Banking.
- Sound knowledge of financial accounting concepts and banking applications.
- Strong analytical skills and the ability to correlate general ledger, data and reporting impacts across different interfacing applications and data flows.
- Should be able to visualize, implement and generate improvements in the current process, deliver efficiencies and strengthen the process framework and controls while making sure that the quality of reporting is immaculate.
- Ability to analyses and interpret large volumes of data, aggregation and analysis of data using analytics tools and proficiency in MS Excel / Power BI is an added advantage.
- Excellent interpersonal and Time management skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 25th September 2024

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources