

JUNIOR EXECUTIVE – ADMINISTRATION

The Job holder is responsible in management and processing of all utility payments efficiently and effectively on timelines.

THE JOB

- Checking accuracy and completeness of all approved invoices, staff reimbursement statements and such others covered under the payments policy.
- To ensure all records and payments calendar as per credit period, are maintained accurately.
- To ensure necessary approvals / clearance have been obtained before releasing payments.
- Reconciliation of utility bills, payments and MIS.
- To ensure insurance premiums, rents and sundry payments are timely effected.
- Thorough understanding of the approved, current policy and procedures relating to different types of payments.
- To prepare a weekly, monthly and quarterly calendar of payments to vendors.

THE PERSON

- Full / Part qualification in Banking & Finance or related field.
- Minimum 03 years' of experience in similar capacity.
- Possess a sound knowledge in Microsoft Office.
- Ability to work under pressure with minimum supervision.
- Excellent communication skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 29th October 2024

We will correspond only with the shortlisted applicants
"We are an equal opportunity Employer"



Vice President Human Resources