

JUNIOR EXECUTIVE / SENIOR BANKING ASSOCIATE / BANKING ASSOCIATE – DEPOSIT MAINTENANCE

The job holder is responsible in executing activities relating to the Deposit Maintenance Unit as per the Bank's policy and procedures. The above duty has to be performed with the prime objective of providing a speedier, error free, timely and quality service to all delivery points and internal units in the Bank under the guidance of Manager – Deposit Maintenance.

THE JOB

- Ensure that all services provided by the unit to other business lines meet the agreed service level standards.
- Ensure the processing performed is error free and is of high quality.
- Ensure that all transactions under taken and executed are within the regulatory framework and adhered to all applicable policies and procedures of the Bank.
- Timely reconciliation of all GL/Suspense accounts and actively follow up the outstanding items for speedy resolution. Suspense and transit accounts are being reviewed, monitored and cleared on a daily basis.

THE PERSON

- Full or Part qualification in Banking and Finance or with an equivalent professional qualification / academic qualification.
- Possess over 2-3 years' of banking experience.
- Sound knowledge in Banking Operations.
- Good communication and time management skills.

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

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources