



NCBA Bank PLC

Job Title:	Assistant Manager, Finance	Reports to:	Senior Manager Planning and Systems
Unit:	Finance, Strategy and Administration	Department:	Finance
Grade:	4	Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement
The role is responsible for coordinating the reconciliation, implement financial management controls and overseeing the bank's business plans performance.

Key Accountabilities (Duties and Responsibilities)		
Perspective	% Weighting (to add up to 100%)	Output
Financial Management	20%	<ul style="list-style-type: none"> • Monitor project budgets and analyse cost variances. • Conduct regular audit to identify areas of cost reduction and efficient improvement • Collaborate with cross-functional teams to ensure cost efficiency across projects • Assist in the Preparation of monthly expense report and provide insights to the management. • Review the office supplier and consumables (fuel, business credit cards, tax, stationaries etc) to confirm reasonableness and if they are genuine. • Assist in projects evaluations • Assist in revenue assurance exercises
Process-Reconciliation & Risk	20%	<ul style="list-style-type: none"> • Ensuring the integrity of accounting information by recording, verifying, consolidating, and review of posted transactions. • Leading the reconciliations process of the internal accounts including other assets and other liabilities. • Maintain accurate account balances and ensure all ledger accounts are reconciled regular. • Ensure that all reconciliations are done and stored through the reconciliation systems (Intelmach and workflow)

Finance Manager

		<ul style="list-style-type: none"> • Regular GL substantiation and propose provisions, write-off/back of long outstanding items in suspense accounts • Ensure ownership of internal account and Coordinate with other departments to resolve outstanding issues and discrepancies in a timely manner. • Conducting an inventory of all bank assets, insure their all recorded and tagged, and resolve any exceptional findings. • Review and implement reconciliation policies and procedures to ensure compliance with regulatory requirements and internal controls. • Monitor and closure of audit & risk findings related to GL management and reconciliation • Prepare detailed reports on reconciliation activities for management and other stakeholders. • A board paper seeking provisions, write-off/back for the long outstanding items where applicable
Balance Sheet Substantiation	20%	<ul style="list-style-type: none"> • Regular GL substantiation and propose provisions, write-off/back of long outstanding items in suspense accounts • Interbank placements – deal/deal slip, revenue validation • Government securities – booking validation and confirmation of coupons and WHT • Cash in hand – confirmation from branch managers that cash is verified (monthly certificate) as well as non-breach of insurance limits. • Loans and advances – system validations- sample approval terms etc. • Proper capture of Fixed deposits and other deposit terms
Business performance Reporting	20%	<ul style="list-style-type: none"> • Preparation of periodic Business Segment performance and monitoring reports (daily, weekly monthly and Adhoc business updates reports). • Preparation of periodic Branch performance and monitoring reports (daily, weekly monthly and Adhoc business updates reports). • Preparation Adhoc reports - un restructured and needed by group/ management. • Support in the preparation of supporting schedules for the monthly management and group accounts • Collaborate with internal stakeholders to gather requirements for customized reports and dashboards that meet specific business needs.

Finance Manager

		<ul style="list-style-type: none"> • Present findings and recommendations to senior management based on the analysis of business performance data. • Lead cross-functional teams to drive initiatives aimed at improving overall business performance based on report insights.
Planning and Budgeting	10%	<ul style="list-style-type: none"> • Participate in the participation of the bank's annual budget and financial plans • Collaborate with department heads, executives, and cross-functional teams to establish Keep performance indicators and monitor adherence. • Assist in the preparation of periodic financial Forecast throughout the fiscal year and adjust plans as needed. • Evaluate budget proposals and financial requests for feasibility and strategic fit.
Learning & Growth	10%	<ul style="list-style-type: none"> • Assist in the preparation of periodic financial Forecast throughout the fiscal year and adjust plans as needed. • Maintain own high performance • Personal growth and help team members to achieve their career growth Plans • Carry out performance appraisals to provide overall assessment for a set period of performance in a manner that enhances motivation and performance improvements. • Own-up-to-date and actioned competency assessments and development plans.

Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	
Indirect Reports	Nil

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
Internal Business Units, Credit and OPS Heads, i.e. Clearing, Credit, Treasury, Corporate etc	External Regulators –BNR, RRA Customers. System Vendors

Finance Manager

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.

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Work cycle and impact: time horizon and nature of impact (Planning)

(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)

3 Months – 6 Months

Ideal Job Specifications

Academic:

- University Degree in Business related studies (Specifically in Accounting or Finance options)
- Master's Degree is an added advantage

Professional:

- CPA, ACCA, CIMA or equivalent professional qualification

Desired work experience:

- Minimum 3 years working experience in accounting or finance department, Preferable in banking finance sections
- A working knowledge of a bank's operating systems, controls and general banking
Knowledge of regulatory and statutory requirements
- Practical experience in use of relevant MS Office applications, with advanced excel functions
- Auditing background is an added advantage
- Competency in the use of INTELLIMATCH, SAP and T24 bank systems will be an advantage

Technical Competencies

Leadership

- Uses the bank's performance management tools and skills to optimise own productivity. Able to act as a positive role model by demonstrating desirable behaviours and inspire others to strive for higher levels of performance. Seeks for self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture. Great Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.

Finance Manager

Technical Competencies	
Commercial Awareness	<ul style="list-style-type: none"> • Demonstrates an understanding on how key business issues affect the profitability of the bank. Recognises the commercial implication of different courses of action and demonstrates an understanding of the market which the bank operates
Strategic Thinking	<ul style="list-style-type: none"> • Considers the long-term implications of current activities and aligns short term objectives with long term strategic goals and formulates clear and practical steps to meet these objectives. Demonstrates a detailed understanding of the bank's strategic direction.
Problem Solving.	<ul style="list-style-type: none"> • Seeks to identify the root causes of problems and explores a range of possible solutions. Makes timely decisions based on reliable sources of information and seeks and obtains the views of others where appropriate to assist in making objective decisions

Behavioural Competencies	
Interpersonal Sensitivity	<ul style="list-style-type: none"> • Shares recognition for accomplishments with other team members, promoting a positive and friendly team climate. Openly shares important information with other team members. Actively encourages and supports contribution from other team members. Demonstrates respect for other people's perspectives and opinions
Resilience	<ul style="list-style-type: none"> • Maintains focus on tasks when under pressure until completion. Demonstrates a positive attitude in difficult situations. Responds in a controlled way when facing opposition. Shows determination and drive to overcome obstacles and problems.
Communication	<ul style="list-style-type: none"> • Ability to present ideas in a clear and concise manner when communicating. Responding to objections raised in a considerate and convincing manner and check to ensure that information has been understood.
Planning and Organising	<ul style="list-style-type: none"> • Able to make the best use of available resources to achieve desired results, especially departmental objectives. The role requires one to keep track of progress on tasks and projects against plans and build contingencies and risk management plans to allow for unexpected events.
Action Oriented	<ul style="list-style-type: none"> • Be able to originate action rather than waiting for others to do so. Able to take action to improve progress without prompting.