

EXECUTIVE – DEPOSIT MAINTENANCE

The position holder is responsible to authorize the functions related to the Deposit Maintenance Unit as per Bank's policy and procedures.

THE JOB

- Ensure all transactions are under taken and authorized within the regulatory framework and adhered to all applicable policies and procedure of the bank.
- Ensure all services provided by the unit to other business lines meet the agreed service level standards.
- Ensure the authorization performed is accurate and a post verification check is executed consistently.
- Timely reconciliation of all GL / suspense account and actively follow up the outstanding items for speedy resolution.
- Identify process gaps (if any) and areas for improvement – recommend new suggestions to streamline the approval process in order to increase efficiencies.
- Be thorough on the current taxation rules (on interest) and adhere to IRD guidelines.
- Work with all stakeholders to establish high customer service standards.

THE PERSON:

- Should possess full / part professional / academic Qualifications in field of Commerce, Finance, Banking or equivalent profession.
- Should possess over 6 years of experience in banking.
- Should possess sound knowledge of Exchange Control regulations and other regulatory directions.
- Excellent communication and time management skills.
- Should possess the ability to work in a systematic manner and able to work under pressure.

Please login to <https://www.ndbbank.com/careers> to apply on or before 9th August 2024.



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

NDB bank

The future is banking on us

Vice President Human Resources