

# Deputy Manager - Reconciliations & Incentives

 Closing Date: 30th November 2022

## Job Profile

- Calculation of incentives relating to Sales and Collection staff and advice HR on the amounts to pay
- Analyse incentives for management information purposes and assist in the incentive scheme renewal process
- Review of reconciliations provide by branches and the reports submitted by Zonal Operational Managers
- Communicate lapses, improvements to the Branches and Branch Operations Unit periodically
- Assist the Reconciliation Managers in order to ensure the overall operational excellence and effectiveness of reconciliation process
- Compile the weekly worker remittances details shared by Branches, Department and report to Treasury Department
- Compile quarterly worker remittances, transaction cost reimbursement and review for the accuracy, reasonability of the input shared by Branches and Departments
- Submit worker remittance related returns to MoF and CBSL and coordinate with IAD for their audits on worker remittance
- Review and recommend the requests on 'transactions in difficulty' (operation loss events) for approval
- Advise the branches, departments on the inquiries on TIDs and involve in TID procedure revisions
- Preparation of monthly memo to the BSC on TIDs
- Assist in annual/quarterly financial statement preparation

## Special Skills

- Proven leadership, management and team working skills
- Excellent interpersonal skills to deal with internal customers
- Excellent in use of complex excel formula

## Experience & Qualifications

- Minimum of 4 years' experience with exposure to financial modelling
- Experience in handling similar responsibilities in a Financial Institution would be advantageous
- Full or part professional qualification in Accounting/Finance