

Junior Executive – MIS Officer and Data Steward Project Finance

The job holder is responsible to improve operational efficiency of Project Finance (PF) Department by centralizing the MIS related functions follow up on essential project / company monitoring parameters and some of the routine work related to portfolio management

The Job:

- To own the business group level data and ensure accuracy of data and coordinates with data creators to ensure the accuracy
- To create MI reports, business intelligence reports and disseminates as required or enables a self-service data dissemination model
- Responsible in developing and maintaining strong working relationships with business leaders, finance and key stakeholders and “go-to-person” on all financial matters
- Ensure to develop, measure and analyze performance against operating plans, KPI’s and communicates results to help drive greater accountability,
 - Collaborates with delivery teams to analyse trends and develop accurate forecasts based on planned initiatives and strategic business decisions
 - Conduct monthly performance reviews with budget owners to review and enhance forecast accuracy
 - Prepares and owns the annual budget and process
 - Leads special projects and provides ad hoc analysis as required
- Responsible in preparing & coordinating the monthly/ Quarterly / Annual statements of PF Division & ensuring the statements are delivered to the respective departments on time
- GL Reconciliation of USD and FCBU suspense account of Project Finance Division and confirming the Finance and Planning Department on the due date
- Manage all administrative, operation work of PF team and where required assist the team in day to day operational work

The Person:

- Be fully / partly qualified in Banking & Finance or equivalent professional qualification
- Possess over 4 years’ experience in banking
- Should pay attention for Details, Accuracy and Deadlines
- Should possess sound knowledge of banks’ products and services
- Possess excellent skills in Advanced Microsoft, Excel, PP and other computer skills (skills on data analytics tools will be an added advantage)
- Excellent time management and execution skills

Please login to <https://www.ndbbank.com/careers> to apply on or before 14th April 2023

We will correspond only with the shortlisted applicants

“We are an equal opportunity employer”



Vice President, Group Human Resources

