

JUNIOR EXECUTIVE – FINANCE

Ensure accurate and timely preparation of fixed asset register, reconciliations, and reporting in compliance with SLFRS/LKAS and Bank's policies. Provide reliable MIS reports and maintain proper internal controls to support management and stakeholders.

THE JOB

- Maintain and update the Bank's Fixed Asset Register by recording asset details, verifying associated payments, and preparing comprehensive fixed asset schedules in compliance with internal policies and applicable accounting standards.
- Perform regular reconciliations of all fixed asset-related accounts and maintain accurate supporting schedules to ensure financial integrity.
- Perform fixed asset accounting and reporting activities, ensuring accuracy, completeness, and compliance with the Bank's Fixed Asset Policy and applicable financial regulations.
- Prepare and reconcile various accounting schedules, contributing to the accuracy of financial statements and internal reporting.
- Maintain daily general ledger reports.
- Assist in processing final settlements for resigned staff, ensuring compliance with HR and finance protocols.
- Support the preparation of the Bank's annual report by providing relevant financial data and documentation.
- Compute applicable taxes and process payments related to the accounting functions of subsidiary companies, ensuring compliance with statutory requirements.

THE PERSON

- Part qualified in Banking, Finance, Business Management or with an equivalent professional academic qualification in (CIMA/CA/ACCA) would be an added advantage
- 4 years' experience in Finance or Banking.
- Possess strong interpersonal and leadership skills.
- Competency in Microsoft office packages.
- Competency in Power BI applications
- Ability to meet deadlines.

The position is at Junior Executive Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 29th September 2025.

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