

JUNIOR EXECUTIVE – DEPOSIT MAINTENANCE

The Job Holder is responsible in executing activities relating to the Deposit Maintenance Unit as per Bank's policy and procedures. The above duties have to be performed with the prime objective of providing a speedier, error free, timely and quality service to all delivery points and internal units in the Bank under the guidance of Deputy Manager / Manager – Deposit Maintenance.

THE JOB

- Ensure that all services provided by the unit to other business lines meet the agreed service level standards
- Ensure that all transactions under taken and executed are within the regulatory framework and adhered to all applicable policies and procedures of the Bank
- Ensure the processing performed is error free and is of high quality
- Timely reconciliation of all GL/Suspense accounts and actively follow up the outstanding items for speedy resolution. Suspense and transit accounts are being reviewed, monitored and cleared on a daily basis
- 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

- Be fully / partly qualified in Banking & Finance or equivalent professional / academic qualification
- Possess over 3 years 'of banking experience
- Sound knowledge in Banking Operations
- Possess the ability to work in a systematic manner
- Possess Time Management skills

The position is at Junior Executive Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 27th August 2026.

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



The future is banking on us

Vice President Human Resources