

Finance Assistant

Job Description

- Checking and ensuring branches credit and debit daily transactions in compliance with established bank policies and procedures
- Preparing reconciliation Suspense/Prepaid/settlement reports for branches.
- Preparing Actual vs Budget variance reports for branches
- Preparing Nostro inflow/outflow reports according to the business channels
- Preparing Financial and CBM regulatory reports
- Maintaining and preparing Fixed Asset Register reports for branches
- Providing Imprest Money reconciliation reports and vendor payment reconciliation with SAP
- Preparing and monitoring the month-end, quarter-end, and year-end closing process for branches
- Participating in ad hoc projects assigned by the management

Job Requirements

- At least a good bachelor's degree in Economic, Finance or Accounting from a recognized institution is required
- Must have minimum LCCI Level II Qualification
- Fresh Graduates are welcome to apply
- Quantitative, analytical, proactive, able to work under pressure while adhering to tight deadlines.
- Meticulous attention to detail.
- Computer skills including all MS Office systems
- Highly motivated, with a strong work ethic and the ability to work both independently and in a group environment