



## 1. JOB TITLE: Finance Analyst (Fixed Term - 3 Years) (1 Position(s))

### Job Purpose:

The Finance Analyst is responsible for the effective financial management and grants administration of the NMB Foundation (not-for-profit Corporate Social Investment arm of NMB Bank). This role ensures the integrity of financial operations, strict compliance with donor and statutory regulations, and provides critical financial oversight for projects. The officer will implement robust financial systems, manage budgets, and provide accurate reporting to support the Foundations strategic goals.

### Main Responsibilities:

#### Financial Planning and Budgeting

- Develop, implement and monitor annual organizational and project-specific budgets in alignment with strategic objectives.
- Collaborate with program teams to prepare accurate and compelling budgets for new proposals and funding applications.
- Conduct regular budget-versus-actual analysis, providing timely variance reports and actionable recommendations to management.
- Provide technical financial guidance to project teams to enhance their budget management capacity and promote cost-effectiveness.

#### Financial Reporting and Accounting Operations

- Prepare timely and accurate monthly, quarterly, and annual financial reports for management, the Board, and external stakeholders in accordance with International Financial Reporting Standards (IFRS).
- Manage day-to-day accounting operations, including payments, payroll, bank reconciliations, and maintaining the general ledger.
- Ensure all financial reporting complies with NMB Bank policies, Tanzanian statutory requirements, and specific donor conditions.

#### Compliance and Risk Management

- Ensure all financial activities adhere to the Foundations policies, procedures, and internal controls.
- Identify, assess, and mitigate financial risks across the organizations operations.
- Implement and monitor internal control systems to safeguard assets and prevent fraud or misappropriation of funds.

**Grants Management**

- Oversee the full cycle of grants management, from disbursement to final reporting, ensuring funds are utilized for their intended purposes.
- Conduct pre-grant financial assessments and due diligence on potential partner organizations.
- Liaise with grant partners, reviewing their financial reports and providing guidance to ensure compliance with grant agreements.

**Audit Facilitation**

- Act as the primary point of contact for all internal and external audits, ensuring a smooth and efficient process.
- Prepare all necessary audit schedules and documentation.
- Support the implementation of audit recommendations and the development of corrective action plans.

**Knowledge and Skills:**

- Expert knowledge of financial regulations, accounting principles (IFRS), and Tanzanian tax laws, as mandated by professional accounting bodies.
- Comprehensive understanding of grant management cycles and donor compliance requirements.
- Proven familiarity with financial controls and audit processes within a non-profit or corporate foundation context.
- Technical Skills - Advanced proficiency in accounting software (e.g., SAGE, QuickBooks) and MS Excel for complex financial analysis and modeling.
- Analytical Skills - Excellent numerical and analytical skills with a proven ability to ensure accuracy and compliance in financial reporting.
- Communication Skills - Strong verbal and written communication skills in both English and Kiswahili, with the ability to present financial information clearly to non-financial staff.
- Organizational Skills - Superior organizational and time-management skills, with the ability to prioritize tasks and meet strict deadlines.
- High level of integrity, ethical standards, confidentiality, and a strong sense of accountability, consistent with professional accounting codes of conduct.

**Qualifications and Experience:**

- Bachelor degree in Finance, Accounting, Commerce Business Administration or related fields.
- Professional qualification Certificate in Accounting (CPA/ACCA or its equivalent) will be added advantage.
- A minimum of 2 years' experience in financial management, accounting, or auditing.
- Proven experience working within an NGO, Foundation, or corporate social responsibility (CSR) environment will be an added advantage.

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.*

*Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

*NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.*

Only shortlisted candidates will be contacted.

**Job opening date :** 18-Feb-2026

**Job closing date :** 28-Feb-2026

## **2. JOB TITLE: Specialist; Robotic Process Automation (2 Position(s))**

**Job Location :** Head Office, Hq

### **Job Purpose:**

Responsible for designing, developing, implementing, and maintaining automation solutions to streamline business processes, reduce manual effort, and improve efficiency.

The role involves close collaboration with business stakeholders, process analysts, and IT teams to identify automation opportunities, build bots, and ensure stable operations.

### **Main Responsibilities:**

- Analyze existing business processes to identify automation opportunities.
- Design, develop, and deploy RPA solutions using platforms such as UiPath, Automation Anywhere, Blue Prism, or Power Automate.
- Collaborate with business teams to gather requirements and translate them into technical automation workflows.
- Maintain, monitor, and optimize RPA bots to ensure performance and reliability.
- Document automation processes, technical designs, and best practices.
- Provide production support and troubleshoot automation issues.
- Ensure RPA solutions comply with IT governance, security, and regulatory standards.
- Train and support end-users on RPA adoption.
- Explore and implement AI/ML or cognitive automation add-ons where applicable.

### **Knowledge and Skills:**

- Strong understanding of process analysis, workflow design, and automation life cycle
- Programming/scripting knowledge (e.g. Python, .NET, Java, VBScript) is an advantage.
- Knowledge of APIs, databases, and integration methods.
- Strong problem-solving, analytical, and troubleshooting skills.

### **Qualifications and Experience:**

- Bachelor's degree in Computer Science, Information Technology, Engineering, or related field.
- Experience with Agile or DevOps methodologies is a plus.
- 3 years relevant work experience.
- Hands-on experience with RPA tools (UiPath, Blue Prism, Automation Anywhere, Power Automate).

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**Job opening date :** 18-Feb-2026

**Job closing date :** 04-Mar-2026

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