



1. JOB TITLE: **Finance Operations Specialist**

Locations: Head Office NBC

Time type: Full time

End Date: May 26, 2026 (12 days left to apply)

Job requisition id: R-15986851

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

Job Summary

- Responsible for ensuring that all GL accounts are reconciled and reviewed, with balances substantiated, validated, and accurately represented, so they can be relied upon in the preparation of the financial statements.
- Assist in creating awareness of the requirement of the Account ownership and reconciliation policy to all staff members who are responsible with reconciliation.
- Responsible for tracking all audit issues and following up to ensure they are closed within due dates.
- Responsible for consolidating and tracking reconciliation issues identified during the review and ensure they are being closed also tracking issues discussed at Balance sheet review committee.

- Assist reconciliation manager and governance on reviewing Finance policies and standards and ensuring compliance.
- Responsible for overseeing and managing the Bank's IFRS 16 model.

Job Description

OPERATIONAL MANAGEMENT (60%)

- Understand the account balance including its usage and standard transactions.
- Responsible for preparing all assigned reconciliations of reconcilable accounts within Head Office Finance.
- Ensure TBs are sent to branches on the first working day of each month for branch GLs reconciliations.
- Identify, investigate and query exceptional items according to the Internal Accounts Business Rules.
- Report Items at risk (IAR's)/balances not reconciled (BNR's), where appropriate ageing information has been provided and a detailed comment has been added for exceptions.
- Escalate items over the limit to the finance manager immediately and record action.
- Ensure that exceptional items are escalated to the Account Owners and Reconciliation manager and/or line manager.
- Ensure that all reconciliations and monthly reports are filed.
- Participating in testing controls as per requirement of Account Ownership and Reconciliation Policy (AOR policy) and other Finance policies to ensure they are being complied.
- Ensure TBs are sent to branches on the first working day of each month for branch GLs reconciliations.
- Prepare and review IFRS 16 model and ensure proper journals are posted to align between the general ledger and the model.
- Ensure periodic analytical review of all accounts allocated to him/her as per AOR policy requirement.
- Ensure that month-end balances are accurately recorded within the Consigno system, and that all responsible individuals are promptly followed up to secure timely attestation.
- Ensure active participation in finance risk forums with group counterparties and provide all necessary support to facilitate effective discussions and outcomes.
- Ensure that all items outside the SLA are properly escalated, and that appropriate engagements are initiated to facilitate timely resolution.

- Check that house accounts are well prepared and reviewed. House accounts include a set of recurring assets and liabilities grouped together, for example the bank's sundry creditors.
- Ensure that provisions are proposed in a timely manner whenever applicable.

SERVICE MANAGEMENT (20%)

- Monitor & ensure that the number of outstanding exceptional items is reduced.
- Liaise with team members to implement change initiatives which will positively affect Reconciliation processes.
- Review the reconciliation submitted from accounts owners and prepare tracker to monitor issues identified and ensure they are being resolved as guided by AOR policy.
- Follow up to ensure all accounts owners submit their Account ownership and reconciliation attestation at Head office Finance for records.
- Deal with shortcomings (relating to internal accounts) e.g resolving problems that have been found on Head office accounts or branch reconciliation.
- Ensure that corrective action has been taken on exceptional items.
- Participate in the Balance sheet Review committee and follow up to ensure all issues identified are tracked and resolved.
- Responsible for recording minutes of the Balance Sheet Review Committee and other finance-initiated governance forums and ensuring their timely circulation to all relevant stakeholders as guided by relevant policies and standards.

MANAGEMENT OF OPERATIONS RISK (15%)

- Ensure that service level agreements is achieved.
- Ensure prompt response to both internal and external customer queries.
- Follow up exceptional items and liaise with business units to resolve outstanding items.
- Responsible for reducing the number of outstanding exceptional items.
- Management of risk controls and operations of reconciliations.
- Develop and implement plans to rectify shortfalls in service from the department in consultation with Reconciliation team.

PERFORMANCE MANAGEMENT (5%)

- Develop and agree individual performance objective, standards and targets with team manager and team members.
- Plan workflow with line manager and other members.
- Be co-operative and flexible at all times.

- Manage and report exception items in absence of the Team Leader.
- Maintain good working relations with other team members for smooth running of the unit.

TECHNICAL SKILLS/ COMPETENCIES

- Service Delivery – critical
- Stakeholder management
- Personal and interpersonal effectiveness
- Delivery Management/Drive for results
- Team building/player
- Business Awareness
- Risk management – identifying risk related to reconciliation and how to mitigate them.
- Innovative problem solving – ability to challenge the status quo and drive change in behaviors.

KNOWLEDGE, EXPERTISE AND EXPERIENCE

Essential

- Computer Literacy - Word, Excel & PowerPoint.
- Fluent in English.

Education and Experience required

- Degree in accounting or finance.
- Professional accounting qualifications such as CPA(T) or ACCA or CA.
- Seasoned finance professional with 3+ years' experience in Finance in the banking sector.
- Experience in a dynamic complex multi-disciplined business environment where change is constant and demanding.
- Stakeholder / customer relationship management experience.
- General understanding of legislation that impacts on Banks & Financial Institutions in Tanzania.

Qualifications

Analytical Thinking - Basic (Meets all of the requirements), Bachelor`s Degrees and Advanced Diplomas - Finance, Digital familiarity (Meets some of the requirements and would need further development), Enabling team success (Meets some of the requirements and would need further development), Ethics and values (Meets all of the requirements), Financial Administration (Meets all of the requirements), Financial

Experience, Openness to change (Meets some of the requirements and would need further development), Quality orientation (Meets all of the requirements)

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2. **JOB TITLE: Data Engineering Lead**

Locations: Head Office NBC

Time type: Full time

End Date: May 21, 2026 (7 days left to apply)

Job requisition id: R-15986739

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

Job Summary

This role involves designing, developing, and maintaining data infrastructure and data pipelines to ensure that data is efficiently collected, processed, stored, and made accessible for analysis and decision-making within an organization. The role of a Data Engineering Lead is instrumental in supporting data-driven initiatives. This role is instrumental in shaping an organization's data landscape. The ability to blend technical expertise with a strong understanding of business needs is essential in this role.

Job Description

Key Accountabilities

- Design, develop, and maintain data pipelines for extracting, transforming, and loading (ETL) data from various sources into data storage systems.

- Create efficient and scalable ETL processes to ensure the smooth flow of data and its availability for analysis.
- Integrate data from multiple sources, such as databases, APIs, third-party services, and logs, into a unified data ecosystem.
- Implement data quality checks and validation processes to ensure data accuracy and consistency.
- Develop and maintain data models, schemas, and database structures to optimize data storage and retrieval.
- Design and maintain data warehouses, data lakes, or other storage solutions for data analytics.
- Utilize big data technologies such as Hadoop, Spark, Kafka, and NoSQL databases for processing and analyzing large volumes of data.
- Stay up to date with emerging data technologies and evaluate their applicability to the organization's data infrastructure.
- Create and maintain data documentation, data dictionaries, and data lineage to support data governance and audit requirements.
- Implement data governance best practices and adhere to data security and compliance standards.
- Optimize database performance, including query tuning, indexing, and data partitioning, to enhance system performance and reduce latency.
- Implement data compression, archiving, and data retention policies to manage storage costs.
- Implement data security measures, encryption, and access controls to protect sensitive data and ensure compliance with data protection regulations.
- Collaborate with data scientists, analysts, and other stakeholders to understand their data needs and provide the necessary infrastructure for data-driven decision-making.
- Work with cross-functional teams to define data requirements for new projects and initiatives.
- Set up monitoring and alerting systems to proactively identify and resolve data pipeline issues, data quality problems, or performance bottlenecks.
- Conduct root cause analysis and troubleshooting of data-related problems.
- Ensure that data infrastructure is scalable to accommodate growing data volumes and evolving business requirements.
- Continuously optimize data pipelines and infrastructure for improved performance and cost-efficiency.
- Implement automation for deployment, data pipeline scheduling, and routine maintenance tasks to increase operational efficiency.

- Keep the team and relevant stakeholders informed about data engineering best practices and new technologies.
- Provide training and knowledge sharing sessions to help others understand and utilize data systems effectively.

Role / Person Specification

Education and Experience Required

- Bachelor's in Computer Engineering/Computer Science/Data Science technical or related experience.
- At least 5 years of Analytical Systems support experience.
- Minimum of 5-years' experience in data designs and modelling.
- Proven work experience as Data Engineer, Data Modeler, or similar role.
- In-depth understanding of database structure principles.
- Experience gathering and analyzing system requirements.
- Experience in data mining and modelling techniques.
- Experience in SQL and relational and non-relational databases.

Knowledge, Skills & Competencies: (Maximum of 8)

- Knowledge in data architecture, data warehousing, master data management, enterprise information integration and ETL using a cross section of technologies and programming languages.
- Clear understanding of common data requirements as they relate to the finance, credit, retail/commercial banking and contact center organizations. Understands the impact of the data models on complex business issues across many functions and departments.
- Minimum 5 years of hands-on relational, dimensional, and/or analytic experience (using RDBMS, dimensional, NoSQL data platform technologies, and ETL and data ingestion protocols).
- Experience with enterprise data platforms.
- Good knowledge of metadata management, data modelling, and related tools (Erwin or ER Studio or others).
- Experience in team management, communication, and presentation.
- Experience with data management and relational database design and familiarity with data formats, table joins, and ETL processes.

Qualifications

Bachelor's Degree - Computer and Information Science, Experience in a similar environment ideally at executive management level

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