

## **NCBA Bank Tanzania Limited**

**Job Title:** Accountant Payable

**Reports to:** Statutory & Management Reporting Manager

**Department:** Finance & Strategy

### **Job Purpose Statement**

Oversee that Accounts Payable function for procurement and suppliers is carried out efficiently and in a controlled manner. Enforce the Expense Management Guidelines for proper cost control.

Oversee the maintenance of fixed asset registers, including additions, update of asset details, disposals and write-offs of assets.

### **Duties and Responsibilities**

- Identify opportunities within the various units and channels for efficiency improvement.
- Provide yardsticks at cost centre level. Periodic production of cost centre reports highlighting variances against budgets and prompting concerned units to institute corrective actions.
- Ensure that all projects are properly documented and that the documentary evidence of approvals by the relevant Committees.
- Ensure that all projects have a post implementation review (PIR) and challenge the Business owners to include the projected benefits into their future budgets Accounts Payable and Cost Controls
- Oversee that Accounts Payable function for procurement and suppliers is carried out efficiently and in a controlled manner. Enforce the Expense Management Guidelines for proper cost control.
- Ensure quick turnaround time in approving expenditure Requests; as well as processing payments
- Monitor and review the branch expenses through petty cash process and ensure that the branches get approvals for any variations
- Maintain a proper and up to date inventory of all Fixed Assets of the Bank in an automated Fixed Assets Register.
- Ensure that all the stages of Fixed Assets life cycle covering acquisition, depreciation, movement, revaluation and disposal are correctly recorded and accounted for Reconcile the Fixed Assets Registers to the General Ledger on a monthly basis.
- Collate and provide accurate information required by regulators, rating and lending agencies
- Regularly review supplier invoices and effect payments.
- Resolve accounting discrepancies, these include reviewing the unusual movements in the general ledger accounts and make follow for corrections.

- Align performance objectives in line with the line manager and departmental objectives
- Explain billing invoices and accounting policies to staff, vendors and clients
- Set challenging performance objectives and measures for the team and provide regular feedback and honest assessment on achievement
- Be a role model for the team, performing duties wholeheartedly
- Be the service change agent across the Bank and work with HR to implement internal staff engagement activities to boost culture around service excellence.

### **Ideal Job Specifications**

- Academic Qualifications:
  - University Degree in Finance, Accounting or Business Studies.
  - Fully qualified Certified Public or Chartered Accountant or similar qualification.
- Desired Work Experience: Minimum 2 years' experience in an accounting or audit environment
  - Experience in Accounts Department
  - Experience in maintaining a Fixed Assets Register and FAR reconciliation procedures
  - Good interpersonal skills and good verbal and written communication skills.
  - Good numerical skills
  - Good computer skills, especially MS Excel