



Regulatory Reporting Officer

Locations: Head Office NBC

job requisition id: R-15960340

Application deadline: 19 December 2023

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

- To ensure Financial reports to Bank of Tanzania and South Africa Reserve Bank are accurate, timely and comply with the reporting requirements
- To ensure financial statements are prepared in accordance with IFRS

Job Description

REPORTING

- Preparation of the Daily/weekly/bi-weekly Bank of Tanzania Returns
- Preparation of the Monthly Bank of Tanzania Returns
- Preparation of the Quarterly Bank of Tanzania Returns
- Prepare quarterly return to South Africa Reserve Bank and the Bank of Tanzania as may require
- Prepare / Review monthly capital reports
- Preparation of reports and any other workstreams (as may be requested).
- Completion of monthly and quarterly key risk assessments related to Statutory Reporting
- Ensure all returns are submitted by their due dates
- Ensure you keep abreast of the Changes being made to the BOT requirement.
- Ensure the Business is well aware of the Changes / amendments to the Returns being made to BOT.
- Any other issues as may be assigned from time to time.

- Reconciliation of internal accounts as assigned by account owners.
- Preparation of quarterly publication reports
- Maintain a high level of accuracy in the regulatory returns
- Preparation of annual financial statements in accordance with IFRS
- Provide leadership and supervision of the regulatory reporting
- Provide input to individual and team performance against agreed objectives
- Improve personal behavior rating for each team member
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- Improve personal behavior rating for each team member and self

RISK AND CONTROL OBJECTIVE

Manage risk and control effectively by applying applicable risk frameworks and embedding a positive risk culture

- Understanding of own role in the end to end processes in which you play a part, including applicable risks and controls.
- Report all risk events / incidents / issues using the defined process for your business area and help to understand why these happened and how to prevent them in future.
- Proactively look for ways to improve the control environment by considering what could go wrong in the processes you operate and how errors could be prevented.
- Continuous and proactive engagement with regulatory bodies, unions where applicable and ensuring no penalties related to non or late submission

REQUIREMENTS

- Basic university Degree education, CPA is an added advantage
- Good knowledge of the bank's products and BOT regulations
- Understanding of BOT returns
- Product / Service knowledge
- Influencing and Negotiation Skills
- Presentation
- Strong analytical skills
- Interpersonal skills
- Advanced Excel skills
- Ability to work to tight deadlines without compromising accuracy
- Knowledge of regulatory reporting

NBC Bank is in an equal opportunity employer committed to creating an inclusive work environment and ensuring gender balance within our workforce. We strongly encourage applications from female candidates and individuals living with disabilities for this

position. NBC Bank does not levy any charges related to the application and recruitment process.

QUALIFICATIONS

Analytical Thinking - Basic (Meets all of the requirements), Bachelor`s Degrees and Advanced Diplomas - Financial Sciences, 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 Accounting (Meets some of the requirements and would need further development), Financial Experience, Openness to change (Meets some of the requirements and would need further development), Quality orientation (Meets all of the requirements)

To Apply, [**CLICK HERE**](#)