

# Associate Manager - Finance

The job holder is responsible in supporting the compilation of the Bank's Annual report, and other critical investor relations related documents in a timely manner. He/ she will also be responsible for supporting the compilation of awards applications of the Bank to major awards programs that the Bank participates, in national and international scale. Furthermore, he/ she will be responsible in increasing Business revenue of the NDB Group by Implementing the Group Referral & Shadow Revenue Incentives Scheme encouraging staff members of the Bank and Group companies to promote the unique bundle of services of the ONE NDB Group to customers and reward them for it.

## The Job

- ✓ Assisting and facilitating for the production of the Bank's Annual Report in line with Integrated Reporting requirements, accounting standards, all regulatory requirements, GRI standards and should be comparable with the peer banks/industry
- ✓ Assist in the annual rating reviews of the Bank by Fitch Ratings/ any other rating agencies
- ✓ Assist in all investor relation activities such as conducting of CEO's quarterly investor webinar, preparation of investor presentations, other related documents
- ✓ Support in the compilation of awards applications of the Bank, to leading national and international award programmes
- ✓ Ensure implementing and rolling out Risk Control Self Assessments (RCSA) for the Department
- ✓ Ensuring all DOIs of Finance Department are duly maintained
- ✓ Introduce the concept of Cross Selling, Shadow Revenue Calculation and carryout necessary training/workshops to educate all staff members in the Bank/Group with the new concept
- ✓ Ensure Shadow Revenue is computed each month highlighting the opportunities of the Group to Cross Sell more products
- ✓ Ensure all eligible staff members are rewarded on time under the approved incentives schemes
- ✓ Ensure a proper automated process is implemented for cross selling schemes for both senior management and staff below senior management levels

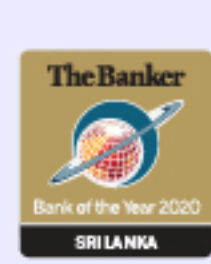
## The Person

- ✓ Possess a Bachelor's degree in Commerce, Finance, Banking or a full related professional qualification
- ✓ Possess minimum 7-8 years' experience in Banking with 3 years exposure to financial reporting, accounting, financial statements interpretation and analysis
- ✓ Excellent communication, negotiation and presentation skills
- ✓ Sound writing skills will be an added advantage
- ✓ Attention to detail and possess strong analytical skills
- ✓ Ability to handle multiple projects simultaneously and meet deadlines

Please login to <https://www.ndbbank.com/careers> to apply on or before **20th July 2023**

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President  
Human Resources