

GENERAL:

Job Title: Reconciliations Manager
Department: Finance
Job Grade: Manager
Reports to: Head of Financial Controls

No. of Vacancies: 1

JOB PURPOSE:

Ensuring the accuracy, completeness, and timeliness of all reconciliations within the Bank’s financial systems. This includes bank accounts, general ledger accounts, intercompany accounts, and clearing as well as transit/suspense accounts. The role ensures compliance with internal controls, regulatory requirements, and supports operational efficiency by resolving reconciling items promptly.

MAIN DUTIES AND RESPONSIBILITIES:

1. Central Bank Clearing & Nostro Accounts Reconciliations

- Review all bank account reconciliations, including Nostro and Central Bank clearing accounts.
- Ensure timely identification and clearance of reconciling items by liaising with Operations and Treasury Back Office.
- Escalate and follow up on unreconciled items with respective departments within defined timelines.

2. General Ledger (GL) Reconciliations

- Oversee reconciliation of all GL accounts, ensuring accuracy and completeness.
- Take ownership of GL accounts management, ensuring proper assignment of ownership and classification into risk categories (high, medium, low).
- Perform frequent snap checks to validate reconciliations and address unusual or long-outstanding items.

3. Intercompany Accounts

- Follow up and review of reconciliation of intercompany payables and receivables.
- Ensure timely resolution of discrepancies and alignment with group reporting requirements.

4. Reporting & Compliance

- Prepare and submit monthly GL reconciliation reports to management and Group.
- Liaise with GL owners, reconcilers, and reviewers to ensure reconciliations are completed, reviewed, and attested timely.
- Ensure compliance with internal policies, regulatory standards, and audit requirements.

5. Batch Proofing & Transaction Validation

- Review daily batch proofing reports to confirm all payments are appropriately supported.
- Ensure batch proofing processes are executed accurately and timely.

6. Risk Management & Controls

- Maintain robust reconciliation controls to mitigate financial and operational risks.
- Identify process gaps and recommend improvements to enhance efficiency and accuracy.
- Support internal and external audits by providing reconciliation documentation and explanations.

7. Stakeholder Engagement

- Collaborate with Operations, Treasury, Finance, Credit and other business units to resolve reconciliation issues.
- Provide guidance and training to reconciliation staff on best practices and compliance requirements.

QUALIFICATION, SKILLS AND KNOWLEDGE:

Core competencies:

- **Banking Operations Background:** A strong knowledge of GL systems, bank operations, and reconciliation processes is essential.
- **Analytical & Reporting Skills:** Proficiency in MS Excel and financial systems (e.g., Oracle, Finacle). and an ability reconcile and analyze data from various departments, identify unusual and/or long outstanding items, and prepare comprehensive reports is crucial.
- **Communication Skills:** Excellent communication skills are needed to clearly articulate issues.
- **Teamwork & Leadership:** The ability to work collaboratively with other departments and potentially manage a team.
- **Attention to Detail and Accuracy:** A meticulous approach to review and verify batch/processing data and processes is paramount to prevent errors
- **High integrity** and commitment to compliance.

Education: A bachelor's degree in finance, Accounting, or related field from a recognised university (CPA/ACCA preferred).

Work Experience: Minimum 5 years' experience in financial reconciliations within banking or financial services and supervisory level experience.

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your job application cover letter along with a detailed resume, copies of the relevant certificates and testimonials in a single PDF file format, quoting the respective Job title or Ref no. in the subject field to **TZRecruitment@equitybank.co.tz** by **Tuesday 16th December 2025**

Only short-listed candidates will be contacted.

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights and values, and what they bring to the workplace.

By submitting your application, you consent to Equity Bank Tanzania Limited collecting and processing your personal data strictly for recruitment, selection, and, where applicable, employment purposes. Equity Bank Tanzania Limited will process your personal data in accordance with the Data Protection and Privacy Act, Cap 97, and its Data Privacy Policy. Your personal information will be treated with the highest level of confidentiality and will not be shared with unauthorized third parties, except where disclosure is required by law or regulatory obligation”.