



**1. Manager Financial Accounting and Reporting**  
Tenable in the Finance Department in Lilongwe.

Reporting to the Manager, Financial Accounting, Tax and Regulatory Reporting, the successful candidates will be responsible for ensuring the overall integrity and accuracy of the General Ledger as a basis for the preparation of financial and management reports. S/He will be the custodian of the General Ledger and Chart of Accounts. And will also prepare of financial reports.

**Eligible candidates must meet the following minimum academic and practical experience requirements:**

- B.Com (Accounting/Finance).
  - ACCA
- In depth understanding of International Financial Reporting Standards.
- Computer literacy and knowledge of personal computers and software packages such as MS Word, MS Excel, MS PowerPoint, MS Access. Working knowledge of SAP, Bankmaster and Branchpower is added advantage.
  - Minimum of 3 years post qualification experience.
- Good communication and presentation skills with senior level management.

**The candidates must also demonstrate the following knowledge and personal competences:**

- Ensuring that all internal and external reporting requirements are timeously met, including preparation of monthly accounts.
- Being the custodian of the General Ledger, Chart of Accounts, and the repository for all Financial and Management information for the Bank.
- Monitoring all balance sheet and income statement account movements and ensuring that they reflect the correct balances and all relevant account reconciliations are performed and corrective actions taken timeously;
  - Reviewing of monthly general ledger reconciliations to ensure that outstanding items are timeously cleared, resultant entries processed and the amounts reflected in the general ledger appropriately supported.
- Manage all aspects of fixed asset accounting, ensuring that amounts ultimately recorded in the general ledger are correct.
  - Playing a leading role in coaching and developing his/her team.

Interested candidates who meet the above requirements should send their applications together with detailed Curriculum Vitae with three traceable referees to:

The Head of Human Resources  
Standard Bank Limited  
P.O. Box 1111  
Blantyre

E-mail: [sbmw.human@standardbank.co.mw](mailto:sbmw.human@standardbank.co.mw).



The closing date for receiving applications is 14<sup>th</sup> February 2012 and only short-listed applicants shall be acknowledged. Candidates are encouraged to mark on the envelop the name of the position applied for, if through e-mail the position title should be the subject.

## **2. Manager Corporate and Investment Banking Reporting**

Tenable in the Finance Department in Lilongwe.

- Reporting to the Manager, Management Accounting, Budgets and Reporting, the successful candidates will be responsible for establishment and reporting of Key Performance Indicators (KPI's) for the Corporate and Investment Banking business unit and the monitoring of product, customer and BU profitability.

### **Eligible candidates must meet the following minimum academic and practical experience requirements:**

- B.Com (Accounting/Finance).
  - ACCA/CIMA
- In depth understanding of International Financial Reporting Standards.
- Computer literacy and knowledge of personal computers and software packages such as MS Word, MS Excel, MS PowerPoint, MS Access. Working knowledge of SAP, Bankmaster and Branchpower is added advantage.
  - Minimum of 3 years post qualification experience.
- Good communication and presentation skills with senior level management.

### **The candidates must also demonstrate the following knowledge and personal competences:**

- Develop and implement reporting of key CIB management information (MI) ensuring data integrity and timely communication to relevant managers.
- Provide MI, reporting and query resolution support to CIB, including monthly product, customer and BU performance analysis..
- Identify areas of performance shortfall and propose corrective interventions to CIB management team.
  - Investigate variances to budget, provide explanations and recommend corrective action.
- Drive the required business analysis and related process for making recommendations for new performance opportunities.
  - Develop and track KPIs trends and develop benchmarking processes for CIB.
- Prepare detailed MI schedules against forecasts and KPI's on revex and balance sheet targets for the Relationship managers and divisional heads
  - Analyse deviations from KPIs and targets with explanatory notes.
- Prepare monthly analysis and commentary on portfolio performance, identifying areas for improvement and corrective action.



- Prepare and present the annual budget and revised estimates for CIB to head office and the Bank of Malawi.
  - Monitoring of revenue and expenditure against budget for the Bank of Malawi.
- Prepare monthly summary CIB performance reports and analysis for submission to head office.

Interested candidates who meet the above requirements should send their applications together with detailed Curriculum Vitae with three traceable referees to:

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Standard Bank Limited  
P.O. Box 1111  
Blantyre

E-mail: [sbmw.human@standardbank.co.mw](mailto:sbmw.human@standardbank.co.mw).

The closing date for receiving applications is 17<sup>th</sup> February 2012 and only short-listed applicants shall be acknowledged. Candidates are encouraged to mark on the envelop the name of the position applied for, if through e-mail the position title should be the subject.