

VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified and experienced candidates to fill a vacant position below tenable in **Finance Department**, Head Office-Blantyre.

GENERAL LEDGER MANAGER

Job Purpose

Reporting to the Head of Finance, the General Ledger (GL) Manager oversees the integrity and accuracy of the company's general ledger and ensures timely, accurate, and complete substantiation of all balance sheet accounts. The role ensures compliance with internal controls and company policies on various general ledger accounts, accounting standards, and supports monthly, quarterly management reporting, and annual financial reporting.

Summary of Key Responsibilities

- Manages and maintains the integrity of the Bank's general ledger and chart of accounts.
- Coordinates month-end and year-end financial close processes.
- Reviews and authorises journal entries, reconciliations, accruals, and financial adjustments.
- Ensures intercompany reconciliations are completed and all outstanding items are timely cleared/escalated.
- Supports statutory, regulatory, and management financial reporting.
- Monitors suspense accounts, reconciliations, and internal financial controls.
- Supports audit processes.
- Contribute to finance systems enhancements and automation initiatives.

Qualifications, Experience and Competences

- **Bachelor's degree in Accounting, Finance**, or any related field from a recognized tertiary institution.
- Professional qualifications such as **ACCA, CIMA**, or **CPA** (completed or in progress).
- Membership with **ICAM, ACCA, or CIMA**.
- Minimum of 3 years' experience in General Ledger, Financial Reporting, or Financial Accounting roles.
- Experience with IFRS reporting and regulatory financial reporting within a financial institution.
- Hands-on experience with ACCPAC, SAP, or equivalent.
- Experience in an audit firm

Qualified and interested candidates should send their applications, updated CV with three traceable referees and copies of certificates to: **recruitment@nbs.mw**, with job title clearly marked in the subject line.

Applications deadline: 12th June 2026. Only shortlisted candidates will be contacted.