

## **Reconciliation Manager**

### **DCB Bank**

#### **Background:**

DCB Commercial Bank Plc is a fully-fledged retail and commercial bank in Tanzania. The bank offers banking services to individuals, microfinance, small to medium-sized businesses (MSME), and large corporate clients. DCB Bank has a wide branch network of over 9 branches, over 700 DCB Wakala Agents, and over 280 Umoja switch ATMs serving over 3 million customers across the country.

We are currently seeking a qualified candidate to fill the role of Reconciliation Manager. This role is responsible for overseeing the accurate and timely reconciliation of financial transactions, managing a team of reconciliation officers, and ensuring compliance with internal controls and regulatory requirements.

#### **Responsibilities:**

- Manage daily, weekly, and monthly reconciliation of bank accounts, general ledger accounts, payment systems, and third-party transactions.
- Investigate and resolve discrepancies between internal records and external data sources.
- Develop, implement, and enhance reconciliation processes and controls to reduce risk and improve efficiency.
- Supervise, coach, and develop a team of reconciliation officers, ensuring accountability and high performance.
- Collaborate with IT, Finance, Compliance, and Operations teams to streamline processes and support new product rollouts.
- Prepare and present reconciliation reports and exception summaries to senior management.
- Support internal and external audits with relevant documentation and analysis.
- Ensure compliance with regulatory and internal risk control frameworks.

#### **Qualifications and Experience:**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- 5 years of experience in financial reconciliation, preferably in a financial services environment.
- Proven leadership experience managing teams and complex reconciliation processes.
- Strong knowledge of banking operations, payment systems, and regulatory requirements.

#### **Application Process:**

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV, photocopies of academic certificates, and names of three referees with their contacts, quoting reference number DCB/FD/RM-05/2025 on the subject of the email. To be considered, your application **MUST** be submitted through **recruitment@dcb.co.tz** not later than 10th June 2025. Hard copy applications will not be accepted.