



General:
Job Title: Senior Officer – Reconciliation Reports to: Manager – Central Operations Date: July 2026 Version: 1 Function level: Senior Officer
Basic Purpose:
To ensure timely, accurate, and complete reconciliation of all bank accounts and transactions, minimizing financial exposure and ensuring integrity of financial records.
Main Duties and Responsibilities:
I. Perform end-to-end reconciliation of all bank accounts including General Ledger, Nostro, ATM, POS, Mobile, and other digital channels. II. Identify, investigate, and resolve reconciliation breaks promptly, ensuring discrepancies are cleared within defined timelines. III. Monitor aging of outstanding items and ensure timely escalation and resolution of long-outstanding balances. IV. Maintain accurate reconciliation records, audit trails, and supporting documentation to ensure full audit and regulatory compliance. V. Ensure completeness and accuracy of financial postings across all systems through continuous reconciliation checks. VI. Collaborate with Finance, IT, and Operations teams to resolve reconciliation issues and system mismatches. VII. Monitor reconciliation performance metrics and provide regular reports on outstanding items and resolution status. VIII. Identify recurring reconciliation issues and implement process improvements to eliminate root causes. IX. Drive automation of reconciliation processes to improve efficiency and reduce manual effort. X. Ensure adherence to internal controls, policies, and regulatory requirements governing reconciliation activities.



KNOWLEDGE SKILLS AND EXPERIENCE:
• Strong understanding of reconciliation processes and financial controls • High attention to detail and analytical capability • Understanding of core banking systems and financial postings Education: Bachelor's Degree in Business, Finance, Banking or related field Work Experience: Minimum 5 years in relevant field

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 **5th August 2026**.

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”.



KPIs – Senior Officer – Reconciliation

No.	KPI	Metric Definition	Target
1	Reconciliation Completion	% of all accounts reconciled daily as per schedule	100%
2	Break Resolution TAT	% of reconciliation breaks resolved within SLA timelines	≥ 95%
3	Outstanding Items Aging	% of unreconciled items outstanding beyond 30 days	≤ 2%
4	Reconciliation Accuracy	% of reconciliations completed without errors	≥ 99%
5	Financial Integrity	% of balances accurately reflected post-reconciliation	≥ 100%
6	Audit Findings	Number of audit/compliance issues related to reconciliation	0
7	Automation Rate	% of reconciliation processes automated	≥ 70%
8	Productivity	Number of accounts reconciled per officer vs benchmark	≥ 100%