



Job Description

Job Title:	Trainee Accountant
Department:	Finance, Financial Control
Certified Person:	No
Reports to:	Manager - Financial Operations and Accounting
Budget Responsibility:	No

Purpose of role:

- Learning the full cycle in general financial control duties including financial reporting, management reporting and regulatory reporting.
- This role includes a study package to complete the ACCA examinations.

Future Primary Responsibilities of Role:

- The reconciliation and control of all Nostro and internal accounts on aquila.
- The reconciliation of suspense balance sheet accounts.
- The maintenance of staff loans including setting-up of loan and payments of loans.
- Payment of suppliers and other invoices including staff expense reimbursements.
- Issuance of re-charge invoices to customers.
- Passing of accounting entries relating to staff cash advances taken.
- Passing of accounting entries relating to staff ATM entries.
- Correctly accounting for VAT on invoices and monthly reconciliation of the VAT GL.
- Process and respond in a timely manner to all customer audit enquiries.
- Any other tasks that may be assigned.

Conduct Requirements:

Individual Conduct Rules:

Rule 1: You must act with integrity.

Rule 2: You must act with due skill, care and diligence.

Rule 3: You must be open and cooperative with the FCA, the PRA and other regulators.

Rule 4: You must pay due regard to the interests of customers and treat them fairly.

Rule 5: You must observe proper standards of market conduct.

Competence Requirements:

Professional/Academic Qualifications:

- Undergraduate Degree in Accounting & Finance or similar discipline.
- Register, study and complete professional accountancy examination (e.g. ACCA or ACMA) within specified period as per FirstBank UK sponsorship program.

Experience/Knowledge:

Essential: High proficiency in Microsoft Office applications, commercial awareness, Strong analytical skills.

Desirable: Knowledge of Flexcube or other similar accounting systems.

Leadership:

Essential: Strong team player.



Functional/Technical Skills:

Essential: Excellent attention to detail and high level of accuracy and good analytical skills.

Desirable: Knowledge of accounting & finance, awareness of commercial banking.

Interpersonal Skills:

Essential: Strong communication and organisational skills.

Languages:

Essential: English

Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FirstBank UK's Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

	Competency	Level
1	Professionalism	1
2	Client Focus	1
3	Decision Making & Accountability	1
4	Working with Others	1
5	Change Orientation	1
6	Risk Awareness	1