

Job Description

Job Title:	Snr. Financial Accountant (ACA/ACCA)
Department:	Financial Control
Certified Role:	No
Job Code:	TBC
Reports to:	Head of Financial Operations & Reporting
Direct Reports:	No
Budget Responsibility:	No

Purpose of role:

Reporting to Head of Financial Operations & Reporting, the role supports the smooth running of all financial operations and reporting activities and deputises for the HoFOR in the discharge of his accountability over financial reporting, management reporting, taxation, audits, financial controls and operational activities including ad hoc projects.

Primary Responsibilities of Role:

- Oversee the nostro reconciliation process including investigations and enhancement of existing controls.
- The production of statutory accounts in compliance with IFRS and UK GAAP.
- Assist in co-ordination of interim and annual audits.
- Contribute to completion of Corporation Tax, CT61, VAT, FATCA and SECT17.
- Daily / weekly investigation and reporting of Profit & Loss and Statement of Financial Position.
- Managing the booking of OPEX/CAPEX and respective schedules.
- Oversee the reconciliation of suspense accounts and other internal accounts e.g., payment suspense, ATM card suspense etc.
- Oversee accounts payable process (PO, receiving and payments) on a regular basis and lead improvement initiatives.
- Reviewing system generated financial reports for correctness - e.g., GL, P&L, Customer Balance report, Limit utilization reports, Loans report, Revaluation report, etc.
- From time to time to be involved in Flexcube systems testing and project implementations.
- Assist in completing monthly Group reporting deliverable.
- Preparation of monthly ALCO reports.
- Support the Regulatory Reporting team.
- Support the team in preparation and annual review of general accounting policies and procedures.
- Any other ad-hoc project which may be involved to reduce any manual intervention and in the process of implementing new accounting standards.

Competence Requirements:

Professional/Academic Qualifications:

Essential: Fully qualified accountant – ACA/ACCA; solid post qualification accounting experience (8 years min) in a similar sized banking environment.

Experience/Knowledge

Essential: Knowledge of accounting standards and interpretation with demonstrable capacity to implement technical accounting standards and develop guidance document for use in the Bank.

Knowledge of banking regulations.

At least 3 years managerial leadership experience across the finance spectrum.

Desirable: Knowledge of treasury transactions & accounting and experience in credit risk management.

Functional/Technical Skills:

Essential: Knowledge of data analytics tools e.g., Power BI.
Excellent attention to detail and high level of accuracy and good analytical skills.
High proficiency in Microsoft Office skills (Excel, Word & PowerPoint).
Ability to adapt quickly within a fast-paced changing environment.

Interpersonal Skills:

Essential: Clear and concise communicator with experience of working with colleagues at all levels.
Strong communication and organisational skills, able to show initiative.

Self-motivated, strong team player, self – starter, deadline driven and can work on own initiative.

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.

Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FBN'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	3
2 Client Focus	3
3 Decision Making & Accountability	3
4 Working with Others	3
5 Change Orientation	3
6 Risk Awareness	3

Signed:

Date: 8 June 2022