



## Job Description

<b>Job Title:</b>	<b>Accountant (ACA Part Qualified)</b>
<b>Department:</b>	<b>Financial Control</b>
<b>Certified Role:</b>	<b>No</b>
<b>Reports to:</b>	<b>Head of Financial Reporting &amp; Operations</b>
<b>Direct Reports:</b>	<b>0</b>
<b>Budget Responsibility:</b>	<b>No</b>

### Purpose of role:

To support the Head of Financial Reporting & Operations and Head of Financial Control and provide back-up on Financial Reporting including statutory accounts, audit and taxation; Suspense and Nostro accounts' reconciliation; FBNL Group reporting; ALCO reporting and Projects

### Primary Responsibilities of Role:

1. Assist in the production of statutory accounts in compliance with UK GAAP and IFRS
2. Assist in co-ordination of interim and annual audits
3. Contribute to completion of Corporation Tax, CT61, VAT, FATCA and SECT17
4. Daily / weekly investigation and reporting of Profit & Loss and Statement of Financial Position
5. Managing the booking of OPEX/CAPEX and respective schedules
6. Reconciliations of Balance Sheet, suspense and internal accounts
7. Support Accounts Payable process on a regular basis and to act as cover when required
8. Support the Team in preparation and annual review of general accounting policies and procedures
9. Reviewing system generated financial reports for correctness - e.g. GL, P&L, Customer Balance report, Limit utilization reports, Loans report, Revaluation report, etc.
10. From time to time to be involved in systems testing and any Project implementations
11. Assist in completing monthly Group reporting template
12. Preparation of monthly ALCO reports
13. ATM cards reconciliations
14. To act as cover when required for Nostro and custody account reconciliation
15. Verifying invoice payments, journals passed by the team
16. 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:** Part qualified accountant (ACA)  
Professional accounting qualification with at least 5 years relevant experience  
Finance experience in a Banking environment

#### Experience/Knowledge

**Essential:** Thorough knowledge of IFRS Accounting standards.  
At least 3 to 4 years of experience in a similar sized banking environment or demonstrable experience working in a relatively broad role, totaling a minimum of 5 years accounting experience

**Desirable:** Experienced in software application related to Core banking system, SWIFT, Accountants Payable module and Nostro reconciliation.



#### Functional/Technical Skills:

Essential: 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: Strong communication and organisational skills, able to show initiative.  
Strong Team player.  
Desirable: Showing great Team spirit under Stress environment

#### Languages: (if applicable)

Essential: English

#### 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.

#### 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.

	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