

Job Description

Job Title:	Administration & Accounting Officer
Department:	Nigerian Representative Office (Lagos)
Reports to:	Business Development Manager, dotted line to Finance.
Direct Reports:	No

Purpose of role:

To manage the finance and administrative function in the Nigeria Rep Office (NRO) for FirstBank UK.

Primary Responsibilities of Role:

- Prepare monthly financial reports covering the NRO Balance Sheet, Profit & Loss Account, Account Summary, Proofs of Accounts and Bank Reconciliation including the drop-in center.
- Expenditure budgeting for the Rep Office and drop-in center quarterly and preparation of variance report.
- Oversighting the management of the Rep Office petty cash/imprest account.
- Maintain fixed assets register and other bank's assets, including store accountability and control.
- Processing payments of bills to third party service providers
- Ensure all accounts related documents and receipts are referenced in alpha-numeric order, scanned, and posted to London on a monthly basis.
- Processing of staff compensation and benefits, including the administration of statutory deductions working in conjunction with FirstBank UK Plc HCM.
- Yearly update of financial control procedures and accounting policies relating to the Rep Office.
- Carrying out operational risk function (OR Champion) such as health & safety, spot checking staff on clean-desk policy/Data Protection, reporting to compliance and operational risk department.
- Logistics management of staff in the NRO and FirstBank offices.
- Keeping records of spot-checks and operational risk findings in the NRO and relating such to the necessary department. Raising Near-Miss and relevant reports.
- Management and administration of the office space/premises.
- Supporting the Contract company and Support staff in terms of payments of salaries, overtime and other issues.
- Any other projects/duties assigned.

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 UK Financial Conducts Authority, 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.
- **Rule 6:** You must Act to deliver good outcomes to retail customers.

Competence Requirements:

Professional/Academic Qualifications:

Essential:

- Bachelors Degree in Accounting.

Desirable:

- Masters in Business Administration (Finance Specialism).

Experience/Knowledge:

Essential:

- Have a strong focus on numbers, data, and analytics.
- Up to 5-7 years’ experience in accounting practice.

Desirable:

- Demonstrate awareness of standard business processes and an ability to quickly understand the business, its internal systems, processes, and procedures; and its relevant external influences (competitors, laws and regulations, market conditions etc.)

Functional/Technical skills:

Essential:

- Excellent QuickBooks, Excel, Word, PowerPoint, Outlook skills.

Desirable:

- Experience with using industry standard statistics and data visualization packages.

Interpersonal skills:

Essential:

- Strong attention to detail, quality, and accuracy. Demonstrated ability to work effectively in a team-oriented environment.

Languages:

Essential:

- Proficiency in English (verbal and written).

It is expected that you are aware of the Bank’s values and competency expectations.

Bank’s Competency Expectations	Bank’s Values
Professionalism	Innovative
Client Focus	Collaboration
Decision Making & Accountability	Accountability
Working with Others	Respect
Change Orientation	Ethics
Risk Awareness	

It is FirstBank UK policy to ensure our Job Specifications are free from discriminatory and non-inclusive language. Please notify hrteam@fbnbank.co.uk if you have identified language to the contrary.