



External & Internal Vacancy Announcement for Financial Control Officer

AccessBank Liberia Limited (ABLL), is seeking qualified individuals to fill the position of Financial Control Officer in Monrovia.

AccessBank Liberia Limited, shareholders are multinational entities including AccessHolding, International Finance Corporation (IFC), African Development Bank and European Investment Bank.

The Bank is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs.

Organization

- ✓ Reports to the Head of Financial Control

Results

- ✓ Comply with HR standards in ABL
 - Quality, quantity & accuracy of work
 - Good team player & proactive

Main Responsibilities

- The Financial Controller is required to ensure that the key responsibilities assigned by Management Board to the financial control function are carried out effectively and in professional manner.
- He/she is expected to develop the required reconciliation tools and databases of information needed in order to discharge the responsibilities of the Function in a diligent and a professional manner.
- He/she is required to support the Management Board with design, development and preparation of reconciliation of accounts as required by the financial control manual. This will involve timely and accurate preparation of reconciliation for Management.
- He/she is required to implement financial control tools needed to safeguard Bank's reconciliation statements.

- He/she is required to display a high sense of maturity, professionalism and diligence in discharge of his/her duties as part of the financial control team of the Bank.
- He/she is required to use the financial control manual and other relevant policies of the Bank to guide its actions and decisions.

He/she is required to create database of relevant banking industry information for use by Management Board.

Other responsibilities

- Handle all filing activities of the Financial Control department on daily basis by ensuring that Financial Control documents and reports are properly filed on daily basis.
- Support Head of Financial Control in preparation of other performance reports from time to time.
- Any other responsibilities assigned to him/her by Head of Financial Control department.

Key Requirement:

The person must have strong **Microsoft Excel Skill**

Minimum requirements & qualifications:

- University Degree or professional certificate
- At least three years working experience in accounting, risk, or auditing activities.
- Excellent knowledge and understanding of Microsoft Suite (especially MS Excel & PowerPoint)
- Ability to work under pressure, meet deadlines, be prepared sometimes to be available beyond normal working hours.
- Additional desirable characteristics of candidate: honesty, dynamism, discipline, self-motivation, creativity, intelligence, result oriented

If you are interested and fulfil the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Office of AccessBank Liberia 20th Street Sinkor Monrovia, Liberia or send an email to hr@accessbank.com.lr

Closing date for the vacancy is **Monday, January 7, 2019 @ 5:00 pm**

Please note that only short-listed candidates will be contacted