External Vacancy Announcement for Deputy Head of Accounting

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

**Organization**

- Deputy Head of Accounting reports to the Head of Accounting

**Results expected to achieve**

Responsible for developing own knowledge and building relationships to strengthen the financial function in the bank. This includes:

- Maintain current knowledge of organizational policies and procedures, state policies and directives, and current accounting standards

- Develop and maintain relationships with banking, insurance, and non-organizational accounting personnel in order to facilitate financial activities Quality, Quantity & Accuracy of Work.

- This includes meeting deadlines, keeping agreements, compliance with formalities

- Ensure work quality and timeliness is in compliance with Bank’s internal standards/regulations and with existing legislations of Liberia Republic

**Main responsibilities**

- The Deputy Head of Accounting is the Principal assistant to the Head of Accounting in meeting departmental and institutional goals. This includes responsibility for assisting the Head of Accounting:
  - To assist the Head of Accounting in the overall management of the Accounting Department
  - To deputize for the Head of Accounting when required
  - Assist in the preparation of the monthly Trial Balance by being responsible for uploading data into the accounting system
  - Assist the Head of Accounting to prepare all reports needed for AccessHolding (Accounting HO Berlin)
  - Prepare balance sheet reconciliation of assigned accounts.
Supervise specifically assigned staffs in the Accounting Department
Prepare monthly reports for timely submission to CBL

The Deputy Head of Accounting is also responsible to:
Assist the Head of Accounting in managing recordkeeping and accounting systems, making use of current computer technology.

Responsible for ensuring routine financial procedures are implemented effectively and to the required standard. This includes:
Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
Advise management through the Head of Accounting about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
Prepare the quarterly assignments of the Junior Account Officer and Account Officers for approval of the Head of Accounting.
Assist the Head of Accounting in carrying out the daily operations of the Accounting Department.
Perform all other ad hoc tasks that may be assigned by the Head of Accounting or Management Team.

General Responsibilities
Ensure that the key responsibilities assigned by Management Board to the financial control function are carried out effectively and in professional manner.
Develop the required controlling and crosschecking tools and databases of information needed in order to discharge the responsibilities of the Function in a diligent and a professional manner.
Support the Management Board with design, development and preparation of performance reports required to monitor, assess and measure the performance of the Bank in every segment of its operations. This will involve timely and accurate preparation of financial and operational reports for Management and for business development departments (e.g. credit and banking service departments, branches etc.)
Implement financial control tools needed to safeguard the Bank’s approved budget by ensuring that the incidence of expenditure budget overrun is eliminated or reduced to the barest minimum level possible.
Implement basic financial control measures to support the Management Board to promote and improve the culture of cost awareness and cost optimization across the departments and all sections of the Bank.
Support the Chief Finance Officer and Management Board in the business planning process by providing required information in a timely manner to aid the completion of the annual business plan on time.
Display a high sense of maturity, professionalism and diligence in discharge of his/her duties as the leader of the financial control team of the Bank.
Use the financial control manual and other relevant policies of the Bank to guide its actions and decisions.
Create database of relevant banking industry information for use by Management Board.

**Minimum requirements & qualifications:**

- Must have Bachelor of Business Administration (BBA) in Accounting or any related field
- Must have worked in Finance/Accounting Department for at least two (2) years
- Must have strong Microsoft excel Skills
- Must be honest at all times
- Ability to work independently and under pressure
- Must always work within time and respect deadlines
- Must be able to make sound independent decisions within area of assignment.

If you are interested and fulfill the above mentioned requirements, please send your updated CV, cover letter and motivational letter as well as fill in the internal vacancy form and forward to the Human Resources Department through hr@accessbank.com.lr

**Closing date for the vacancy is Saturday, July 13, 2019 @ 5:00 pm**

**Please note that only short-listed candidates will be contacted**