



Job Vacancy Announcement

AccessBank Liberia Limited, is seeking to recruit a qualified individual as **Finance Manager**.

ABL is a part of a growing chain of international banks. Its shareholders are multinational entities including AccessHolding AG of Germany- a joint stock holding company, International Finance Corporation (IFC) - the private sector arm of the World Bank Group; African Development Bank- a development bank which aims at promoting economic and social development in Africa; and European Investment Bank - the long-term lending bank of the European Union.

The Bank is a Commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the Liberian population.

The Finance Manager will be responsible for the function of the Accounting and the Financial Control Departments.

Job title: Finance Manager

Responsible for all long-range financial matters and establishing bank-wide financial and accounting and Control objectives, policies, procedures, and practices that ensure that the bank's financial and Control structure continuously remains up to standard. This includes:

- Assess, recommend and implement improvements in the bank's Accounting and Financial Control management information system.
- Develop, implement, modify, and review Accounting and Financial Control Policies and ensure that they are updated and reflect the reality
- Examine the corporate expenditure structure and controls and make recommendations to Management where cost reductions can be made without affecting operations adversely
- Together with the Head of Accounting and Financial Control review all agreements concerning financial obligations, such as contracts for products or services and other actions requiring a commitment of financial resources
- Implement timely the annual business plan with support from the Head of Accounting and Financial Control
- Make regular surveys to ascertain Accounting and Financial Control are equipped and recommend, develop, and maintain solutions to business and Accounting and Financial control problems
- Ensure work quality and timeliness is in compliance with Bank's internal standards/regulations and with existing legislations of Liberia. Ensure internal office control after Head Office and staff activities

Responsible to ensure that the Financial Control Department is Administratively functional, Developmentally and in compliance with policies and procedures. This can be done by Evaluating the timeliness and accuracy of:

- Budget and expenditure control and review

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| <ul style="list-style-type: none"> - Development, preparation and dissemination of reports (MIS function) - Provision of professional support to the following on budgeting and reporting Issues: - Regular updates and review of schedules, reporting calendars, price list, blacklisted and preferred suppliers etc of the Bank. <p>Evaluating the skills and competencies of the Head of Financial Control through:</p> <ul style="list-style-type: none"> - Annual Appraisals - Regular feedback - Setting of KPI |
| <p>Responsible to ensure that the Accounting Department is functional Administratively, Developmentally and in compliance with policies and procedures. This can be done by evaluating the timeliness and accuracy of :</p> <ul style="list-style-type: none"> - Financial reporting both internally and in compliance with external bodies - Ensuring routine financial procedures are implemented effectively and to the required standard. - Assessing and reviewing policies, procedures and processes <p>Evaluating the skills and competencies of the Head of Accounting through:</p> <ul style="list-style-type: none"> - Annual Appraisals - Regular feedback - Setting of KPI |
| <p>Supervises</p> <ul style="list-style-type: none"> - Head of Financial Control - Head of Accounting <p>Report to</p> <ul style="list-style-type: none"> - CEO/Managing Director <p>Limits and authority</p> <ul style="list-style-type: none"> - Take all decisions within the limits set by JD and Supervisor |
| <ul style="list-style-type: none"> • University Degree in Accounting or Master in Finance • A minimum of 5 years working experience with a Financial Institution and at a supervisory level • Excellent knowledge and understanding of IFRS and other Accounting system • Excellent knowledge and understanding of Microsoft Suite (especially MS Excel, Word & PowerPoint) • High sense of maturity, professionalism and honesty. • Ability to work under pressure, meet deadlines and be prepared sometimes to be available beyond normal working hours. • Analytical, critical thinking and complex problem solving skills. |

If you are interested and fulfill the above mentioned requirements, please send your application, and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia Limited 20th Street Sinkor; Monrovia-Liberia or email us on hr@accessbank.com.lr

Closing date for the vacancy is **Friday, August 3, 2018 5:00p.m.**

Please note that only short-listed candidates will be contacted