



## **JOB VACANCY ANNOUNCEMENT**

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.

AccessBank Liberia is currently looking for qualified Liberian to fill the position of: **Financial Control Officer**

### **Organization**

- ✓ Reports to the Head of Accounting

### **Results**

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

### **Main Responsibilities**

- Preparation of MIS reports for internal use.
- Daily checking of payment requests and expenditure control.
- Daily support to branches and Head Office in respect of financial and expenditure control.
- Support Head of Financial Control department to prepare monthly branch profitability for use by branches.
- Support Head of Financial Control to prepare monthly management performance report for Management.
- Review branch and Head Office Petty Cash Report.
- Preparation of Access Holding monthly MIS report.
- Refer spending requests that may lead to budget overrun to Head of Financial Control for review and Action.
- Review, crosscheck and confirm information contained in all supporting documents to spending requests for authenticity, validity, accuracy and completeness in every respect.
- Follow the financial control rules and procurement limits in carrying out his/her assignment
- Support Head of Financial Control in the tender processes of the bank
- Follow the financial control rules and procurement limits in carrying out his/her assignment
- Conduct pre-approval checks on every spending request above USD 100 and submit to Head of

Financial Control for approval prior to submission to Management.

**Other responsibilities**

- ✓ Preparing internal and external reports and analyzing statistical information for management use;
- ✓ Preparing presentations and possessing eloquence and confidence in presenting;
- ✓ Investigating disciplinary issue and rendering appropriate decision according to labour laws and disciplinary procedure;
- ✓ Settling dispute amongst staff, giving ear to staff personal and office problems;
- ✓ Preparing memos, vacancy announcement, Job profiling, Job description and other communication;
- ✓ Organizing and preparing necessary documentation for poor performing staff (category E) as well as excellent performing staff (Category A). Keeping an up to date database for future reference;
- ✓ Organizing Management performance review for staff across the bank;
- ✓ Staff welfare (sending communication, visitation, calling of staff etc)
- ✓ Other tasks as assigned by supervisors

**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
- Some relevant work experience (if any)
- Good and clear English knowledge, interviewing skills, strategic thinking, confidence in MS Word, MS Excel, PowerPoint
- Additional desirable characteristics of candidate: honesty, dynamism, discipline, self-motivation, creativity, intelligence, result oriented

**Attributes**

- **Quality, Quantity & Accuracy of Work:** This includes meeting deadlines, keeping agreements, compliance with formalities
- **Client Orientation:** Understands client needs and concerns and responds promptly and effectively, customizes services and products appropriately
- **Drive for Results:** Is proactive; balances “analysis” with “doing”, sets high standards for self, commits to ABL’s goals
- **Team Work:** Collaborates & cooperates with others, acknowledges others’ contributions; works effectively with individuals regardless of nationality and gender, willing to seek help and delegate; encouraging and open
- **Communication, Learning and Knowledge Sharing:** Open to new ideas, shares own knowledge and builds on knowledge of others, applies knowledge in daily work; builds partnerships for learning and sharing; inspires trust
- **Planning and Organising:** Organisation of own work, control, project planning
- **Problem Solving & Decision Making:** Accurately identifies and finds solutions to problems, makes effective decisions in an environment of constant change and incomplete information

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to any Office of AccessBank Liberia, within or out of Monrovia Liberia or email [hr@accessbank.com.lr](mailto:hr@accessbank.com.lr)

Closing date for the vacancy is **Tuesday, February 18, 2020 @ 5:00 pm**

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