

JOB DESCRIPTION

Title, SENIOR FINANCIAL ANALYST

DATE	September 2023
GENERAL JOB INFORMATION	
Job Title	Senior Financial Analyst
Reports to	Chief Finance Officer
Location	Head Office
Direct Reports	Finance Officer
JOB PURPOSE	
<p>To develop and implement sustainable efficient Information Management Strategy that facilitates quality and timely business decision-making and compliance with group finance policy regulatory authorities.</p>	
JOB CONTEXT	
<p>Finance is responsible for dissemination of bank-wide finance policies, the coordination of the operational budget / plan, control of the financial database, ensuring data integrity and monitoring financial performance for senior management</p>	
KEY RESPONSIBILITIES	
<ol style="list-style-type: none"> 1) Ensure compliance with Banking Act and regulations by regulators. 2) Review accuracy of preparation and Submission of daily, weekly, bi-weekly central Bank reports 3) Maintain sound accounting system in the group that is consistent with current accounting and business practices. 4) Preparation of accurate monthly management accounts and SAP with group agreed deadlines. 5) Preparation of monthly regulatory financial statements in line with local regulations, IAS and IFRS 6) Preparation of Quarterly publication and annual audited accounts. 7) Manage relationship with external auditors and group external auditors. 8) Liaising with business unit heads in production and analysis of financial data 9) Coordinate the Budget process and prepare the overall bank budget. 10) Review of reconciliation of prepayments, accruals and other suspense and controls accounts owned by Finance division. 11) Analysis of branches income, expenditure, and balance sheet items to the management on daily basis 12) Support branches, advise and track branch performance against budget for control purpose. 13) Compilation of branch costs analysis on monthly basis 14) Carry out H/O & branches GL review and clean up on daily/weekly basis to manage GL integrity. 	

- 15) Reconciliation of Fixed asset register to the GL and to audited accounts and coordinate the Annual Asset verification exercise.
- 16) Update the list of accounts ownership on quarterly basis for Balance sheet attestation.
- 17) Plan and Coordinate Group audit process and reviews by any other consultant/ investigator engaged by the bank to look at the bank's financial issues.
- 18) Timely resolution and non-repetitive of audit issues, internal control issue such as Ecap, Annual Risk Assessment and Risk Control Self-Assessment
- 19) Revenue assurance checks to manage income leakages.
- 20) Review maintenance of Bank assets register and ensuring balances there in agree with the GL, supervisor and follow up with tagging and annual asset verification.
- 21) Providing support to the business when preparing or evaluating new proposals (new contracts, revisions of contracts, investment decisions).
- 22) Contributing towards and ensuring that the department operates smoothly on a day-to-day basis and providing for the development of the Finance function within the institution.
- 23) Any other issues assigned to you by your manager.

JOB PROFILE

Experience & Qualifications

Education:

- University or college degree in Finance, Accounting or Business-related field.
- Minimum Level II Certified Public or Chartered Accountant or similar qualification.

Experience:

- Minimum 4 years post qualification experience in accounting or audit environment, of which 2 must be at senior officer positions.
- Prior experience dealing with regulators (Central Bank, Tax authorities).
- Preferably prior financial management experience in a banking or financial institution.
- Experience in building, training, motivating, and managing a team.
- Experience in an audit firm, or a previous internal audit position is an added advantage.

Skills, Capabilities & Personal attributes

- Excellent interpersonal skills and good verbal and written communication skills.
- Excellent analytical thinking with integration skills to increase the effective use of Management data.
- Excellent numerical skills.
- Good computer skills, especially MS Excel.
- Negotiation and presentation skills.
- Creative, with initiative, flexible and able to work under pressure.
- Strategic planning skills.
- Good knowledge in office automation tools like spreadsheets
- Ability to work under pressure and meet tight deadlines.
- Report writing skills.

- Strong risk and financial analysis skills

APPLICATION PROCESS

Interested candidates for the above positions should submit their application and updated CV to: hrrecruitment@ecobank.com, no later than 10th October 2023. **Only shortlisted candidates will be contacted.**