

JOB DESCRIPTION

Title, FINANCIAL & REGULATORY REPORTING OFFICER

DATE	January 2022
GENERAL JOB INFORMATION	
Job Title	Financial & Regulatory Reporting Officer
Reports to	Chief Finance Officer
Location	Head Office
Direct Reports	Chief Finance Officer
JOB PURPOSE	
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.	
JOB CONTEXT	
✓ abc	
KEY RESPONSIBILITIES	
<ol style="list-style-type: none"> 1) Ensure compliance with Banking Act and regulations by regulators like BOT,TRA and NSSF/PPF 2) Maintain sound accounting system in the group that is consistent with current accounting and business practices. 3) Ensure that shareholder value is not eroded through loss of confidence by the market. 4) Preparation of accuracy monthly management accounts with group agreed deadlines 5) Preparation of monthly regulatory financial statements in line with BOT regulations, IAS and IFRS 6) Preparation of Quarterly publication and annual audited accounts. 7) Manage relationship with external auditors, BOT and group external auditors 8) Reconciliation of prepayment, accruals and other suspense and controls accounts owned by Finance division 9) Analysis of branches income, expenditure and balance sheet items to the management on daily basis 10) Support branches, advise and track branch performance against budget for control purpose 11) Compilation of branch costs analysis on monthly basis 12) Carry out H/O & branches GL review and clean up on daily basis 13) Reconciliation of Fixed asset register to the GL and to audited accounts 	

- 14) Update the list of accounts ownership on quarterly basis
- 15) Plan and Coordinate Group audit process and reviews by any other consultant/ investigator engaged by the bank to look at the banks financial issues
- 16) Timely resolution and non repetitive of audit issues.
- 17) Any other issues assigned to you by your manager

JOB PROFILE

- Analytical skills
- Good knowledge in office automation tools like spreadsheets
- Ability to work under pressure and meet tight deadlines
- Report writing skills
- Communication skills
- Resource Management skills
- Strong creativity skills
- Strong risk and financial analysis skills
- Ability to work fast and think out of the box

APPLICATION PROCESS

Should you be interested in any of these positions, please apply via the MYHR portal FOR INTERNAL CANDIDATES with your updated CV/resume latest **Wednesday, November 30th 2022, close of business.**

EXTERNAL CANDIDATES CAN FIND THE ROLES HERE

 www.ecobank.com/group/about-us/careers

Please note that only shortlisted candidates will be contacted.