

JOB DESCRIPTION

JOB TITLE	Financial Reporting Officer
LOCATION	Kingston
DEPARTMENT/UNIT	Financial Reporting and Planning
REPORTS TO	Head – Financial Planning and Reporting
DIRECTLY SUPERVISES	Credit & Fixed Assets Clerk & Financial Reporting Clerk
INDIRECTLY SUPERVISES	-
TERMS	Permanent <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>

Job Summary

The Financial Reporting Officer is responsible for ensuring the accuracy, completeness, and compliance of financial reporting for, general ledger management, regulatory reporting, and accounting for a subsidiary. This role is crucial in maintaining the integrity of the bank's financial records, ensuring regulatory compliance, and providing insightful financial analysis to support decision-making and strategic planning.

Essential Duties and Responsibilities

1. Regulatory Reporting:

- Prepare and file regulatory reports in compliance with financial regulations and standards.
- Monitor changes in regulatory requirements and adapt reporting practices accordingly.
- Interact with regulatory bodies and auditors to provide necessary documentation and responses.

2. Financial Analysis and Reporting:

- Analyze financial statements, trends, and performance metrics to assess the bank's financial position.
- Prepare detailed financial reports, including variance analysis, to provide insights into financial performance.
- Assist in the preparation of monthly, quarterly, and annual financial reports for internal and external stakeholders.

3. General ledger Management:

- Oversee the general ledger's accuracy, including account reconciliations and discrepancy resolutions.
- Ensure timely posting of financial transactions and prepare journal entries.
- Review and adjust ledger entries as necessary.

4. Accounting for Subsidiary:

- Manage the accounting functions for the subsidiary, including financial reporting, budgeting, and forecasting.
- Ensure accurate consolidation of subsidiary financials with the parent company's reports.
- Analyze subsidiary performance and provide financial insights to management.

5. Compliance & Regulation:

- Ensure compliance with financial regulations, accounting standards, and internal policies.
- Support audits by providing required financial information and documentation.

6. Collaboration and Support:

- Collaborate with various departments, including Audit, Risk Management, and Treasury, to support financial operations.
- Provide support for financial audits and regulatory examinations.

7. Other responsibilities

- File reports and supporting documents in a timely and accurate manner for easy retrieval.
- Support month-end and year-end close process.
- Ensure compliance with GAAP principles.
- Supervises, trains, provides work direction, and problem-solving assistance for direct reporting team members. Also oversees the daily operations of other team members when necessary.
- Ensure Bank and Customer information is always kept secure and confidential.
- Adhere to the Bank's and Branch's security procedures.
- Developing rapport and good working relationship with other departments.
- Report any unusual transaction or fraudulent activity to your Senior Manager- Compliance/ Manager-Compliance as per established policies and procedures.
- Undertake all such other duties and responsibilities as may be assigned by Management from time to time.

Essential Education and Experience

- Associate's degree or equivalent in Banking & Finance/ Accounting or related field professional qualification.
- Relevant certifications (e.g., ACCA Level 1, FIA) are a plus.
- Minimum three (3) years' related work experience in an accounting role.

Desirable Qualification

N/A

Knowledge/Skills and Abilities

- Strong analytical skills with proficiency in financial modeling and forecasting.
- Proficiency in financial software and Microsoft Office Suite (particularly Excel).
- Attention to detail and accuracy in handling financial data.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Understanding of accounting principles and financial regulations.
- Familiarity with fixed assets management and financial reporting.
- Knowledge of regulatory reporting requirements specific to the banking industry.
- Knowledge of product features, benefits, pricing policies and procedures of all retail banking products.