



## Finance & Accounting Officer

The Antigua Commercial Bank is seeking to recruit a qualified and experienced individual to provide strong support to the Finance & Accounting Executive in the provision of accurate and comprehensive financial accounts and management reports, profitable and effective cash management, and the overall efficient administration of the Finance, Accounting & Customer Support operation in accordance with the Bank's strategy/policies and relevant legal, financial and ECCB guidelines. The following duties must be performed:

- Liaises with and co-ordinates with the Finance & Accounting Executive in the preparation of the annual strategic Business Plan for the Bank, assisting in conducting SWOT analyses, reviewing variances/trends; recommending benchmark standards to measure performance, gross profit, etc. and obtaining approval for implementation, budget expenditure and targets as required.
- Maintains and verifies the integrity of the Company's accounts, while supporting adequate systems and procedures put in place to ensure the preparation of prompt and accurate financial reports.
- Prepares management accounts/reports, conducting variance analyses, reviewing results, making recommendations and obtaining approval for changes in strategy as required to achieve financial targets and business goals.
- Assists in closely monitoring and ensuring the timely and profitable management of the Bank's domestic and foreign cash resources and investments, and assist in analysing financial returns and making sound recommendations for changes in strategy as required.
- Monitors the efficient and effective use of the Bank's Alchemy and 4Sight systems in accordance with the Bank's procedures and on a timely basis.
- Ensure that all the department's registers and logs are updated in accordance with the Bank's procedures and schedules on a timely basis.
- Manages individual workflow effectively, ensuring that routine operations are efficiently carried out at all times.

To perform the job successfully an individual must:

- Possess a bachelor's degree in Accounting, Finance or related field, or a recognised Accounting Qualification e.g. ACCA, CMA, CIMA, with work experience of a minimum of five (5) years in a senior/comparable position preferably in a financial or related environment.
- Possess at least three years supervisory experience in a financial services environment
- Computer literate with at least intermediate proficiency in the use of Microsoft Office Suite.
- Strong leadership or supervisory skills
- Be highly confidential with sound judgment and tact in written and verbal customer interactions.

**Compensation:** An attractive package inclusive of Pension Plan and Medical Insurance is being offered.

Applications with résumé and three character references must be submitted to:

"Finance & Accounting Officer Vacancy"  
Human Resource Department  
Antigua Commercial Bank  
Thames and St. Mary's Streets  
P.O. Box 95, St. John's, Antigua

Suitable applications received by July 19, 2019 will be acknowledged. Please visit our website [www.acbonline.com](http://www.acbonline.com) for additional details.