

Job Profile

Job Information			
Job Title	Financial Reporting Analyst	Job Grade	4b
Function/Business Area	Finance area	Number of Direct/ Indirect Reports	Nil
Reports To	Senior Finance Accountant	Total Number of Reports	Nil
Location	Blantyre, Malawi	Date	02/08/2024

Job Purpose
To ensure accurate and timely financial reporting in compliance with regulatory requirements and internal policies. The Financial Reporting Analyst will support the finance team in preparing financial statements, analysing financial data, and providing insights to aid decision-making processes.

Main Accountabilities

Consolidating Financial Statements	<ul style="list-style-type: none"> Consolidate the Group's financial statements on a monthly basis.
Managing Monthly Close and Regulatory Submissions	<ul style="list-style-type: none"> Oversee monthly close, monitor regulatory submissions, and ensure deadlines are met.
Preparing External Financial Statements	<ul style="list-style-type: none"> Prepare half-year and full-year externally reported financial statements
Managing Foreign Subsidiaries reporting	<ul style="list-style-type: none"> Handle financial accounting and reporting aspects of foreign subsidiaries and those in hyperinflationary economies.
Maintaining IFRS Policies and Procedures	<ul style="list-style-type: none"> Maintain financial accounting and reporting policies and procedures across the Group reflecting IFRS requirements.
Managing Intercompany Reconciliations	<ul style="list-style-type: none"> Ensure all intercompany balances and transactions are reconciled and eliminate each month.

Providing Centre of Excellence for Financial Reporting	<ul style="list-style-type: none"> • Serve as a Centre of Excellence for Financial Accounting and Reporting matters, including implementing new reporting standards and financial instruments.
Improving Finance Systems	<ul style="list-style-type: none"> • Collaborate with Group Finance Systems to identify improvements to data structures enhancing month-end and year-end close quality.

Knowledge, Expertise and Experience Technical skills/Competencies
<p>Skills, Knowledge, and Competencies</p> <ul style="list-style-type: none"> • Strong analytical and problem-solving skills. • Ability to work with large amounts of data and provide data-driven solutions. • High level of accuracy and attention to detail. • Good knowledge of IFRS reporting requirements. • Excellent written and oral communication skills. <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • A degree in Accounting, Finance, Commerce, or any data-related degree. • Minimum of two years' experience in finance or a related field. • Studying towards a professional qualification such as ACCA/ICAM/ACA.

First Capital Bank Values
<p>The values provide a framework for how we in First Capital Bank work together and how we serve our customers and the communities we are in</p> <ul style="list-style-type: none"> • Our service is our pride. • We have a shared responsibility for our business. • We value time and deliver quickly. • We are open and honest, but respectful. • We find simpler ways of doing things. • Integrity and Reputation are our wealth