

FCM Bank Limited

FCM Bank Limited is based in Malta and forms part of the SAB Group. FCM Bank Ltd. specializes in corporate lending via the following products: Working Capital Loan, Real Estate Loan, Project Finance Loan, and Investment Loan. The Bank also provides deposit products both for retail and corporate clients.

With a focus on delivering simple and straightforward products, the Bank strives to provide outstanding service to its customers. The strong customer focus is reflected in the workplace, as the Bank is constantly evolving and looking for opportunities for success in this dynamic and challenging market.

Human Resources are the most important asset and play a vital role in the efforts to continually enhance Bank's performance and provide best-in-class products and services for customers. Currently the position of **FINANCE ANALYST** is open, and the Bank is seeking a talented individual with a demonstrable record of accomplishment to join the dynamic team of professionals on **full-time basis**.

Main duties include:

- **Financial Record-Keeping:** Maintain accurate and up-to-date financial records including ledger entries, balance sheets, and income statements. Ensure adherence to accounting principles and banking regulations
- **Reconciliations:** Perform daily reconciliation (such as bank accounts and statements)
- **Financial reporting:** Reviews Bank's daily liquidity position, participation in month end procedures and reporting
- **Purchase Order Recording:** ownership of the purchasing process from orders to payments including the approval process based on the Bank's internal guidelines or discussions with suppliers.
- **Payment process:** Prepare the payment run, record prepayments and accruals, issue bills payables and refer them for signature.
- **VAT returns:** Responsibility for the preparation and submission of monthly VAT returns.
- **Documentation Management:** maintain organized and complete documentation, ensure that documentation is readily accessible for auditing and reporting purposes.
- **Continuous Improvement:** Identify opportunities for process improvements, automation, and efficiency enhancements in financial operations. Collaborate with relevant stakeholders to implement changes.
- **Other:** Ad-hoc support for CFO and the Finance team, Audit support, Review expense refunds and visa expenses in line with policies.

Required education, skills and experience

- 2-3 years years' experience in a relevant field
- Fluent English
- Ability to work with minimal supervision and good prioritizing, organizational and time management abilities in order to meet tight deadlines.
- Strong communication, analytical and financial skills, ensuring clarity and accuracy when conveying information to management.
- High level of attention to detail.
- Literacy in MS Office applications with a focus on Microsoft Excel

Benefits

- 25 days leave per year
- Health insurance cover under the 'Private Hospital Scheme' and Dental Insurance Cover
- Staff home loans – subject to successful probation
- Parking facilities within the Bank's premises
- Company Laptop

How to Apply

If you are interested in being considered for this post, please send a covering letter and CV to vacancy@fcmbank.com.mt.