



ABOUT FCM BANK

FCM Bank is a Maltese Bank specialising in Corporate Financing Solutions and Corporate and Personal Deposits. The bank focuses on delivering simple and straightforward products to its customers whilst striving to provide them with the best service possible. Our strong customer focus is reflected in our workplace, and we are constantly evolving and looking for opportunities for success in this dynamic and challenging market.

Currently the position of **FINANCIAL ANALYST** is open, and the Bank is seeking a talented individual with a demonstrable record of accomplishment to join the dynamic team of professionals.

KEY RESPONSIBILITIES

- Maintain general ledger including the preparation and inputting of journal entries on a daily basis.
- Reconcile bank accounts and statements.
- Take corrective action when necessary and where action does not involve any variations from normal practice or policies.
- Record purchase orders for accruals and checks their approvals and ensures that the Bank's expenditure procedure is being adhered to.
- Check invoices and distribute them for authorization according to the Bank's policies, monitors their progress and ensures that payments are affected within reasonable timeframes.
- Answer queries from suppliers regarding invoices.
- Prepare the payment run, record prepayments and accruals, issue bills payables and refer them for signature.
- Prepare and submit monthly VAT returns.
- File all documents, papers, letters and records for quick and easy access and for retrieval of information.
- Maintain and update files and to ensure that all files are easily traced and tagged.
- Review expense refunds and visa expenses in line with policies.
- Reviews Bank's daily liquidity position.
- Assist with month end procedures and reporting.
- Perform any other duties that may be assigned from time to time.

REQUIREMENTS

- 2-3 years' experience in a relevant field.
- Ability to work with minimal supervision and in an environment where deadlines are sometimes tight, good prioritizing and organizational.
- Personal ownership of assigned tasks and suggesting necessary improvements.



- Willingness to learn new tasks.
- Strong communication, analytical and financial skills, ensuring clarity and accuracy when conveying information to management.
- High level of attention to detail.
- Fluent English.
- Literacy in MS Office applications with a focus on Microsoft Excel.

BENEFITS

- Health insurance cover under the 'Private Hospital Scheme' and Dental Insurance cover.
- Vacation and sick leave stipulated by the law.
- Staff home loans at beneficial rate - subject to successful probation.
- Company laptop.
- e-SIM / SIM with data or mobile phone.

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