



## **VACANCY**

The Eastern Caribbean Home Mortgage Bank *trading as* ECHMB Capital is a public unlisted non-bank financial institution domiciled in St. Kitts. The Bank was established to develop a regional secondary market for mortgages and to promote the growth and development of the money and capital markets in the territories of the participating Governments. ECHMB Capital invites applications for the position of:

### **ACCOUNTANT - FINANCIAL REPORTING**

#### **KEY FUNCTIONS OF THE POSITION INCLUDES:**

- Assess and help implement or update internal controls, standards, and efficiencies.
- Maintain compliance with all internal control procedures surrounding financial reporting, including preparation of detailed documentation to support financial disclosures.
- Manage timely monthly account reconciliations for selected accounts and ensuring accounts are fully reconciled at month and quarter end.
- Perform financial statement analysis and document meaningful explanations for fluctuations to assist management with business decisions.
- Identify and implement continuous improvement initiatives to automate and accelerate the financial reporting process.
- Key contributor to the annual financial statement audit including the preparation of the related financial statements, footnotes and supporting schedules in accordance with International Financial Reporting Standards (“IFRS”)
- Assist in the development and maintenance of templates for working papers supporting financial statement disclosures.
- Monitor financial transactions and ensure appropriate applications of IFRS.
- Responsible for all other external financial reporting and many internal reporting requirements, but not limited to the following:
  - a) Interim Financial Statements.
  - b) Full year Financial Statements.
  - c) Preparation of Audit pack detailing key aspects of IFRS compliance.
- Assists with research and documentation of changes on accounting rules and regulations
- Any other ad hoc tasks as required by the Finance Department.

#### **REQUIREMENTS**

- Must hold a relevant professional chartered accountancy body qualification (ACCA, CPA, CGA or equivalent) with minimum post qualification experience of five (5) years.
- Experience in the preparation and/or audit of financial statements of financial intermediaries.
- Be skilled in preparing monthly/periodic management accounts and forecasts; and risk management reporting.
- Proven experience of reviewing, developing and implementing effective internal controls and increasing systems efficiency.
- Ability to self-direct and self-start, to work well under pressure, and to tight deadlines;
- Excellent inter-personal and communication skills; with the ability to provide instruction, guidance and advice to other staff as well as being able to present financial data to non-financial colleagues;
- Must have experience with computerised accounting systems (Sage50) and proficiency with MS excel.

Applications should be submitted to the following address:

**THE CHIEF EXECUTIVE OFFICER  
EASTERN CARIBBEAN HOME MORTGAGE BANK  
ECCB Complex, Bird Rock Road  
P O Box 753  
Basseterre  
St. Kitts  
Telephone: 1 (869) 466-7869  
or eMail: [info@echmb.com](mailto:info@echmb.com)**

Closing Date: **7<sup>th</sup> January 2022**

*Only suitable applications will be acknowledged.*