

**1. POSITION TITLE** **FINANCIAL REPORTING OFFICER****2. KEY ACCOUNTABILITIES** 

1	Be in charge of the IFRS processes.
2	Take part in the monthly, quarterly & yearly closings.
3	Prepare the Finance reporting package for the Bank and the Group.
4	Liaise with external auditors and regulator on all findings & questions.
5	Improve and automate internal processes & efficiency in general.
6	Keep accounting policies and procedures duly updated.
7	Work in co-operation with other departments of the Bank for the provision of financial reporting information.
8	Take part in strategic projects of the Department.

**3. ACADEMIC / PROFESSIONAL QUALIFICATIONS / EXPERIENCE / SKILLS** **Academic / Professional Qualifications**

- Bachelor's Degree or post-graduate degree in Finance, Economics, Accounting or other related field from an accredited university.
- Professional qualification ACA or ACCA.

**Key Experience**

- At least 3 years of experience in working in the audit profession (experience in auditing financial services organisations will be considered an advantage) or finance department of a financial institution.
- Strong knowledge of IFRS 9, IFRS 17 and ESMA requirements for annual financial report of public companies.

**Key Skills:**

- Banking business knowledge will be considered as an advantage.
- Knowledge of CASEWARE/ SAP S/4HANA will be considered an advantage.
- Excellent written and verbal communication in both Greek & English.
- Structured and Critical Thinking.
- Excellent analytical and reporting skills with a strong affinity to IT.
- Ability to take initiatives and make decisions.
- Ability to manage time, workload and multiple tasks.
- Presentation Skills.
- Very good interpersonal skills.
- Good communication skills, team player, polyvalent.
- Advanced skills in MS Excel, MS Word and MS PowerPoint.

## HOW TO APPLY

All applications will be received through the “e-Recruitment” system which is available on the Bank’s website [www.bankofcyprus.com](http://www.bankofcyprus.com) (Careers), by following the steps below:

- **Registration**
- **Profile submission:**
  - ✓ Electronic submission of personal /academic/ professional and other data
  - ✓ “Release” of the profile
- **Application for specific vacancies, through “Employment Opportunities” section:**
  - ✓ Job Search
  - ✓ Start
  - ✓ Select Job
  - ✓ Apply
  - ✓ Send Application (top, right hand side)
  - ✓ Send Application

### **Additional Notes**

- Candidates who are interested in the specific position and have expressed their interest in employment in Bank of Cyprus in the past through the e-Recruitment system, are required to submit a new application (provided that they meet the criteria set).
- Only shortlisted candidates will be contacted.
- All applications will be treated with strict confidence.