

In the world of Banking and Financial Services, Scotiabank goes to great lengths to ensure a truly unique experience for both our customers and staff. If you are talented, tenacious, team-oriented and excited about a career in the financial services industry, Scotiabank has a position for you.

**Financial Analyst  
Managing Director's Office (Temporary Assignment)**

As a member of the Finance team for Caribbean East Region (CER), the incumbent will provide value-added support to the finance function for the branch banking operations and subsidiaries.

**MAJOR ACCOUNTABILITIES**

**1. Accounting, Financial Processes and Reporting**

- Assist with oversight of the integrity of the general ledgers for the assigned portfolio by
  - ensuring that supporting schedules for the balance sheet and specifically identified income statement accounts are accurately prepared within the specified timelines
  - performing expense management role by reviewing the daily exception reports and advising Manager of material entries
  - performing fixed assets management process, including the maintenance of the fixed assets register and any reporting schedules
  - complete VAT returns and reconciliations as required
  - performing the loan provisioning process including respective worksheets and journals
  - performing the monthly accruals, reconciliations and month end processing.
- Follow up for corrective action by each territory where differences exist
- Manage overseas invoices payment process ensuring that all regulatory obligations (withholding tax and regulatory approvals) are met
- Document key finance processes for CER Finance
- Assist in identifying key risks and controls that impact the processes within CER Finance
- Assist in identifying and implementation of operational efficiency opportunities within the CER Finance operations
- Assist with the internal and external audits for assigned portfolio
- Assist with annual profit planning process
- Open GL accounts for review and approval by Manager.

**2. Employee Engagement**

- Identify areas for self-development
- Deepen knowledge of Scotiabank and technical skills through Scotiabank online courses or any other course identified and approved by Management
- Be an active participant in department deliverables.



### **EDUCATION/DESIRABLE CRITERIA**

- The incumbent should have Bachelor's degree in accounting and a finance related discipline or is in the process of completing a recognized accounting qualification (i.e. ACCA, CGA etc.)
- At least three years of working experience in a finance role
- Analytical skills and desire to learn and adapt to changing requirements.

### **Functional Competencies:**

- The ability to manage a variety of responsibilities in a fast paced, challenging environment
- Good knowledge of operating policies and procedures
- Good knowledge of the Bank's application systems and polices
- Strong organizational ability
- Good level of computer literacy
- Strong analytical and problem solving abilities
- Good decision-making abilities
- Strong administration capabilities
- Strong written and oral communication skills
- Good excel skills
- Strong interpersonal skills to effectively address identified issues with stakeholders

**Please submit your applications by May 31, 2019 to:**

Mrs. Dawn Jemmott-Lowe  
Senior Manager Staffing, Recruitment & Leadership  
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