



OFFRE D'EMPLOI N° 009/SB-RDC/KIN/2025

Intitulé du Poste	: Officer, Financial Accounting
Département	: Finance
Lieu d'affectation	: Kinshasa
Type de Contrat	: CDI assorti d'une période d'essai de 3 mois

I. A PROPOS DE STANDARD BANK

Standard Bank est le plus grand groupe de services financiers d'Afrique en termes de capitalisation boursière et un acteur visionnaire sur la scène internationale. Fort d'un héritage de plus de 160 ans, le Groupe a constamment fait preuve de résilience, d'innovation et d'un engagement profond en faveur d'une croissance durable. Présents dans une quarantaine de pays à travers le monde — dont plus de 21 en Afrique — nous offrons des opportunités de développement de carrière dynamiques et la possibilité de collaborer avec certains des professionnels les plus talentueux du secteur.

En République Démocratique du Congo, Standard Bank RDC est un partenaire financier de confiance depuis 1992, à la suite de l'acquisition d'ANZ Grindlays Zaire. Grâce à un réseau de succursales et de banques correspondantes, nous proposons une large gamme de services adaptés aux besoins des entreprises minières, des multinationales et des organisations internationales.

Nos équipes allient une connaissance approfondie du marché local à l'expertise historique du Groupe dans les économies émergentes, afin de concevoir des solutions sur mesure qui apportent une réelle valeur ajoutée à nos clients et aux communautés que nous servons.

II. JOB DESCRIPTION

JOB INFORMATION

Job Function*	: Finance
Job Family*	: Financial / Statutory Accounting
Job Reports to*	Manager, Financial Accounting
Career Type*	: Functional/Specialist

JOB PURPOSE

To support the Manager, Financial Accounting in daily tasks. These include, management of accounts payable and accounts receivable, reconciliations on various General Ledger (GL) accounts, management of petty cash, trust recharges, and reconciliation of disbursement accounts. This job is also involved in the purchasing of currencies for both local and foreign payments. Required to ensure that all relevant account reconciliations are performed and that corrective actions are taken timesouly

JOB FUNCTIONS

Essential Functions

Ensure an accurate and legit accounts payable and receivable process

- Prepare accurate payment and journal vouchers for posting both on SAP and Bank Master.
- Ensure that all payments are adequately supported and appropriately authorised in line with bank policies and guidelines and that paid is made timesouly. Follow up that outstanding payments are done on a regular basis.
- Provide a thorough verification of invoices completed, in order to ensure that it is correct for processing.

Essential Functions

- Engage with stakeholders in a professional manner by providing value added information and achieve customer satisfaction.
- Build and create meaningful relationships with all stakeholders to ensure an efficient and effective process.
- Liaise with all employees including EXCO members regarding invoice queries or expenses incurred on credit cards.
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- Coordinate with Group Real Estate (GRES) to resolve any issues pertaining to rental and premises expenses.
- Review expenditure and engage/challenge stakeholders to ensure that these are within budget.
- Ensure that invoices are properly processed before payments and that no duplicate payment occurs with vendors accounts. If duplicate payments and that no duplicated payment occurs with vendors accounts. If duplicate payments so occur, investigate and recover these payments.
- Extract vendor accounts and check for outstanding payments on a monthly basis. Follow up with vendors where necessary.
- Perform regular reconciliation of the petty cash balance with the petty cash till and GL on SAP
- Review and investigate long outstanding cheques and follow up with suppliers for cheques not banked.
- Ensure a proper filing system in place and accurate filing of journals, payment vouchers and other documentation.
- Prepare IC confirmation sheet and journal of Trust and Head Office recharges.
- Issue invoices for Trust and Head Office recharges.
- Ensure staff recoveries regarding taxi's telephone charges and other expenses and liaise with staff regarding these.
- Ensure regular interaction with Human Capital to ensure timely payment of invoices pertaining to pension, medical aid etc.
- When required, assist in the Fixed Asset inventory and extraction of Fixed Asset reports on SAP.

Provide accurate month end reporting and financial reporting in line with policies and procedures

- Prepare month end journal entries in accordance with the relevant policies and procedures.
- Reconcile Nostro accounts and General Ledger (GL) accounts on SAP.
- Provide a monthly update of prepayment and accrual reports.
- Review salary breakdown from Human Capital on a monthly basis and engage with Human Capital regarding any discrepancies noted.
- On a monthly basis, carry out an efficient and effective SAP payroll reconciliation process. Ensure that any adjustment to SAP payroll is posted on the system.
- Close month end on Bank Master and SAP and perform all ACB clearing on SAP.
- Maintain and report back on profit and loss by cost centres.
- Provide a cost analysis review as well as an analytical review on monthly expenses. Report back to the relevant stakeholders.
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- Assist in reviewing the cost breakdown by providing a detailed and accurate view of direct costs to the Group Enabling Functions (GEF) and business.
- Prepare a cost overview and ensure accurate and timely reporting to the relevant stakeholders.
- Ensure that the financial discipline is adhered to and maintained and ensure that all balance sheet items are fully substantiated.
- Provide sufficient support to the relevant stakeholders in order for them to effectively manage their cost.
- Provide cost split analysis to all product houses and enablers after month end.

Assist in ensuring an effective and efficient budget management proces

- Assist in the preparation of the budget for Opex and Capex and engage with relevant stakeholders to ensure accurate information.

Essential Functions

- Assist with the uploading of data on the relevant system for Opex and Capex.

III. REQUIREMENTS

QUALIFICATIONS

Education

Type of Qualification	Field of Study	Required / Preferred	And / Or
First Degree	Finance and Accounting	Required	

Work Experience

Experience	Experience Details	Required / Preferred
3-4 years	Experience in a similar role	Required and
3-4 years	Experience in a similar role in the banking/financial services industry	Preferred
Total number of years' experience	4 years	

BEHAVIOURAL COMPETENCIES - ESSENTIAL

Documenting Facts	Writes fluently when documenting facts; understands arguments logically; focuses on finding facts.
Interpreting Data	Interprets data rationally by quantifying issues; applies technology as a means to evaluating data; evaluates information objectively.
Managing Tasks	Manages tasks by being organised and methodical; plans activities systematically; sets priorities for tasks
Upholding Standards	Behaves ethically and justly; is discreet and maintains confidentiality; meets commitments by acting with integrity.
Producing Output	Is focused on activity and works quickly; keeps busy and maintains productivity; is comfortable multi-tasking to produce output.
Following Procedures	Conforms and adheres to rules; closely follows instructions and procedures; minimises risks by sticking to processes.
Meeting Timescales	Is target focused and meets deadlines; is punctual and keeps to schedule; is reliable in finishing tasks.
Checking Details	Is meticulous in finding errors; ensures accuracy by being thorough and checking details; produces high quality work by being detailed.
Team Working	Works participatively with others; is democratic and encourages team contributions; collaboratively involves others in decision-making.
Embracing Change	Copes with change and variety; tolerates uncertainty and ambiguity; adapts to new challenges.
Adopting Practical Approaches	Applies practical skills when investigating issues; prefers to learn by doing; is practically minded and applies common sense.
Taking Action	Takes action to make things happen; uses initiative to start things up; shows drive and invests personal energy.

TECHNICAL COMPETENCIES

Competency Group	Financial	
Competency	Level	Competency Description
Financial Systems Administration	2. Proficient	Competency Description: Ability to apply concepts, and practices for analysing financial control process, translating these into functional requirements and technical specifications and delivering and maintaining these on Finance systems
Preparing Financial Statements	2. Proficient	The ability to prepare statutory or official financial statements in line with internationally accepted accounting practices and local regulatory requirements.
Understanding GAAP	2. Proficient	Generally accepted practice guidelines for financial accounting.

Competency	Level	Competency Description
Financial Accounting	2. Proficient	Knowledge of financial accounting principles, classifying, measuring and recording transactions using the financial systems of the Bank.
Financial Acumen	2. Proficient	Knowledge and understanding of costing, budgeting and finance concepts and the understanding and application of related process and procedures.
Financial and Accounting Control	2. Proficient	Is able to design control measures and checks in accounting and financial processing activities to mitigate risks of errors, omissions and fraud.
Financial Consolidation	2. Proficient	The ability to consolidate financial statements between multiple legal entities across multiple geographies.
Reconciling Financial Records	2. Proficient	The ability to check financial entries in multiple systems to ensure that transactions and records are kept in sync and that they have been recorded appropriately.

Competency Group Information Technology		
Competency	Level	Competency Description
Data Analysis	2. Proficient	The ability to analyse statistics and other data, interpret and evaluate results, and create reports and presentations for use by others.

SCOPE		
People Management:		
	# Direct Resources Managed	# Indirect Resources Managed
Individual Contributor		

Contact with Others
Contacts are primarily with direct supervisor and others in group or department to give and receive information.

IV. COMMENT POSTULER?

Les personnes intéressées sont priées d'adresser leurs candidatures par e-mail à l'adresse électronique info@standardbank.cd en reprenant l'intitulé du poste en objet de leur e-mail. Les dossiers comprendront **uniquement** une **lettre de motivation** ainsi qu'un **Curriculum Vitae détaillé à jour en anglais** renseignant les numéros de téléphone et adresses e-mails d'au moins **trois personnes** de référence.

Seuls les candidats de nationalité congolaise remplissant les critères susmentionnés seront considérés pour la suite du processus. Il sied de préciser que les **candidatures féminines** sont vivement encouragées et que la maîtrise de l'**anglais oral et écrit** sera un élément déterminant dans la sélection des profils.

La date de clôture pour la réception des candidatures est fixée au **lundi 22 septembre 2024 à 17h00'**.

La Direction des Ressources Humaines

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