



WE ARE

HIRING NOW!

JOIN OUR TEAM

Exciting career opportunities have arisen for various roles within First Capital Shared Services Limited. If you have the drive, and passion to work in a rewarding environment, this is an opening for you.

1. **General Operations Officers/Assistants (Banking Operations)**
2. **IT Tech Assistant**
3. **Business Analyst**
4. **BI Developer**



1. GENERAL OPERATIONS OFFICERS/ASSISTANTS (BANKING OPERATIONS)

JOB PURPOSE

We are currently looking to hire General Operations officers/Assistants (Banking Operations) to support the day-to-day transactions and tasks within our Operations department.

KEY RESPONSIBILITIES

Candidates should possess the following prerequisite competencies and experience:

- Excellent understanding of the usage of the different SWIFT Payment Messages
- Knowledge of International Payments
- Sound knowledge of Remittance processing including queries and claim of charges
- Understanding of reconciliation of Nostro accounts
- Knowledge of Documentary Credit, Documentary Collection, and Bank Guarantees
- Knowledge of the rules governing Trade Products (e.g. UCP600, URC522, ISBP, URDG758, URR725, etc.
- Familiar with the construction of Trade SWIFT messages (MT7xx and MT4xx series
- Comprehensive understanding of the Finacle Core banking platform

QUALIFICATIONS/EXPERIENCE

- A bachelor's Degree in a related field
- At least 3 - 5 years 'experience in a similar position
- Knowledge / Experience in processing trade finance transactions required (Bills for collection & Letters of credit & Guarantees)

KEY SKILLS & COMPETENCIES

- Detail-oriented and comfortable working in a fast-paced office environment
- Must be willing to learn and take ownership of tasks
- Strong planning and organisational skills with a problem-solving attitude

The Company reserves the right to call only the best candidates to participate in the selection exercise and not to make any appointment following this advertisement.

Interested candidates who meet the above requirements are invited to submit their applications to Talent@fcssl.com before 19 September 2022.

2. IT TECH ASSISTANT

JOB PURPOSE

First Capital Shared Services Ltd, a subsidiary of FMBcapital Holdings Plc, is currently looking to onboard talents within its IT Department.

We value people with a can-do attitude, a high level of integrity with a problem-solving attitude, and receptive to feedback (developmental and motivational).

KEY RESPONSIBILITIES

You will be required:

- to execute system id creation/modification/deletion based on tickets, generate reports / MIS, and ensure thorough follow-ups with regards ID related changes
- any other cognate duties attached to this position

QUALIFICATIONS/EXPERIENCE

- Fresh graduates / Diploma holders to get started in the world of work
- Proficient in MS Office | Excellent interpersonal skills
- At least a Certificate / Diploma in IT

KEY SKILLS & COMPETENCIES

- Detail-oriented and comfortable working in a fast-paced office environment
- Must be willing to learn and take ownership of tasks
- Strong planning and organisational skills with a problem-solving attitude

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3. BUSINESS ANALYST

JOB PURPOSE

Responsible for ensuring the group applications are functioning as per the operating requirements and are relevant to the business

The Business Analyst is accountable for the successful delivery and/or development of software applications within the Group. He shall work closely with the Manager of IT Channels to develop and deliver a strategic technological direction for this specific IT area.

KEY RESPONSIBILITIES

- Responsible for ensuring the group applications are functioning as per the operating requirements and are relevant to the business
- Responsible for evaluating the need for system or system changes in conjunction with the business team and identifying to recommend the best fit solution
- Works closely with other IT team members in implementing specific information technologies that support the business plans and IT strategies
- Accountable for the on-time and quality delivery of software development projects
- Create, implement, and maintain a continuous improvement plan for working on the existing software solutions
- Assist the Manager of IT Channels, in defining and maintaining the IT strategy plan
- Applications development and integration – will manage all stages of individual business application development and integration projects to meet the Group's objectives
- Coordinate and manage testing within application development projects, as well as taking responsibility for the integrity of testing activities across functions along with the Project Management Office
- Ensure IT application support process disciplines (solution delivery, QA, etc.) and standards are established, effectively managed, and performed
- IT applications team for the group will operate in a multi-vendor scenario and hence responsibility will include comprehensive vendor management in terms of, but not restricted to SLAs, PO processing and invoice processing, and deliveries
- Support the group IT function and the Manager IT Channels in the evaluation of new banking technologies and related software, in the budgetary exercise and ensure that the entire IT applications ecosystem is managed and run cost-effectively and efficiently. Contribute to team effort by accomplishing project tasks on schedule
- Any other cognate duties as and when required

QUALIFICATIONS/EXPERIENCE

- An undergraduate degree or equivalent in IT and related area
- At least 2-3 years of professional exposure in the Core Banking field, including the Finacle platform
- Sound knowledge of Finacle Setups, tables, and debugging
- Sound knowledge of UNIX Shell Scripting, Finacle Scripting, SQL, and PL/SQL
- Knowledge of Connect24, Finacle Integrator, e-banking, and/or other interfaces is a must.

KEY SKILLS & COMPETENCIES

- Strong planning and organisation skills with a problem-solving attitude
- Detail-oriented and comfortable working in a fast-paced office environment
- Must be willing to learn and take ownership of various other applications about organisation needs
- Ability to implement a structured approach to manage changes
- Ability to set and manage priorities judiciously
- Ability to articulate and gain engagement for ideas to both technical and non-technical audiences
- Ability to motivate in a team-oriented, collaborative environment

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Interested candidates who meet the above requirements are invited to submit their applications to Talent@fcssl.com before 17 September 2022.

4. BI DEVELOPER

JOB PURPOSE

The main role of a BI developer will be responsible gather business requirements, design, develop, and maintain reports and data solutions.

They are also responsible for simplifying highly technical language and complex information into layman's terms for everyone else in the company to understand. The incumbent will need to create and maintain project documentation and manuals. Troubleshooting and resolving all data quality issues.

KEY RESPONSIBILITIES

- Gather business requirements.
- Design, develop and maintain reports and data solutions.
- Create and maintain project documentation and manuals.
- Troubleshooting and resolving all data quality issues.
- Any other cognate duties as and when required

QUALIFICATIONS/EXPERIENCE

- An undergraduate degree or equivalent in IT and related area
- 1 year of related work experience
- Excellent knowledge and experience of Oracle SQL
- Good analysis, coding, testing, and documentation abilities

KEY SKILLS & COMPETENCIES

- Good communication skills
- Strong problem solving and analytical skills and attention to detail
- Ability to prioritise workload and manage multiple projects
- Ability to work both independently and as part of a team

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Interested candidates who meet the above requirements are invited to submit their applications to Talent@fcssl.com before 16 September 2022.