

Sonali Bank Limited

Head Office, Dhaka.

Human Resource Development Division

Request for Expression of Interest for selection of Chief Financial Officer(CFO) in the rank of General Manager.

The Managing Director & CEO, Sonali Bank Limited invites proposals for providing services as Chief Financial Officer(CFO) (in the rank of General Manager) with full executive power and accountability to Central Accounts Division from eligible Bangladeshi candidates who must have qualifications and experiences mentioned below:

Chief Financial Officer (CFO):

CFO is responsible for financial strategy, financial condition and position of the bank that requires personnel with extensive knowledge and experience to strengthen financial discipline in banking operation. He /She will be responsible for successful implementation of financial system as per international standard, Bangladesh Bank guidelines and Bank Company Act. CFO will have to work in close consultation with the Managing Director & CEO and report to him.

Basic Function:

The Chief Financial Officer is accountable for the financial and risk management operations including development of financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Areas of Operation:

- Asset / Liability management.
- Profitability, cost analysis and cost control.
- Budgeting & forecasting.
- Financial planning & engineering.
- Strategic business planning.
- Revenue & capital expenditure management.
- Risk management operation.
- Designing & implementing effective management information system.
- Risk based auditing.
- Basel-II/III.
- Tax strategy & operation.
- Financial reporting & control.
- Financial management support for all divisions.
- Internal / external financial reporting.

Job Description and Responsibilities :

Financial :

01. To oversee asset liability management and fund management program for the Bank.
02. To review the institution's financial conditions, financial position and recommend viable alternatives for cost effective operation.
03. To develop and expand financial strategy of the bank management in order to develop and strengthen the financial capacity of the bank.
04. To participate in the strategic planning process, to lead the budgeting and forecasting of the bank and to build a strong financial discipline and accountability foundation for budgeting and forecasting.
05. To establish a powerful and effective financial system in the bank and help to prepare all accounts & financial statements of the bank timely and review periodically.
06. To implement the policy & procedures relating to financial management, accounting and budget planning and to improve the quality of banking operation.
07. To assist the bank in the field of financial and management accounting, costing and auditing. Other fields of importance will include developing and implementing computerized financial system and management accounting system.
08. To ensure achievement of revenue targets on interest income and off-balance sheet earnings. Ensure adherence to policies for control of assets and expenses.
09. To plan, direct and coordinate the implementation of effective accounting and financial administration policies, procedures and reports to ensure meticulous compliance of bank's financial policy for sound financial management and control of the Bank.
10. Tax management – Corporate Tax, Employee Tax and VAT.
11. To prepare, present and interpret financial reports to the management, Board of Directors, shareholders and government authorities and to direct and supervise preparation of all fiscal reporting, such as cost accounting, budgets, regulatory authorities and government reports.

Risk Management:

01. Maintain and administer internal control and compliance policy ensuring that all key risks are covered by appropriate rules and that line management have an effective system in place to identify, monitor and measures risks management framework of the bank and to introduce and implement risk based internal audit system.
02. Understand and mitigate key elements of the company's risk profile.
03. Monitor all open legal issues relating to financial matters.
04. Devise and monitor reliable control systems.
05. Ensure that the company complies with all legal and regulatory requirements.
06. Ensure that record keeping meets the requirements of auditors and government agencies.
07. Report risk issues to the audit committee of the Board of Directors.
08. Maintain relations with external auditors and investigate their findings and recommendations.
09. Design and review risk management – risk identification, quantification and mitigation.
10. To lead the Risk Management Division and report the risks to the Managing Director and CEO.

Audit:

01. Review the findings and recommendations made by the internal & external auditors.
02. Meet the requirements of the regulatory authority (Bangladesh bank and Ministry of Finance) regarding internal control, compliance and internal audit; provide suitable directions and leadership to the audit and inspection unit, monitoring unit and compliance unit; ensure compliance to Government Commercial audit, statutory audit (CA firms) and Bangladesh Bank audit.
03. Submit report to the Managing Director & CEO, Audit Committee / Board of Directors periodically with assurance that risk-based audit concept is being implemented effectively and bank's asset & liabilities and other factors are free from risks to a great extent.

Others :

01. Develop performance measures that support the company's strategic direction.
02. Participate in key decisions as a member of the executive management team.
03. Maintain in-depth relations with all members of the management team.
04. Manage the accounting, investor relations, legal, tax and treasury departments.
05. Oversee the company's transaction processing systems.
06. Implement operational best practices.
07. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
08. Supervise and negotiate an acquisition with due diligence.
09. Partnering with other domains in the bank - Human Resources, Information Technology, Business Lines & Risk Management.

Educational Requirement:

The candidate must be an FCA or equivalent. S/He must be efficient in Finance, Business & Performance Management.

Experience:

The candidate should have at least 10 years practical experience relating to accounting, finance and auditing activities of a major financial institution / reputed commercial bank with at least 5 (five) years in an executive capacity / departmental head. Experience in the executive level in any reputed commercial bank is preferable.

Age Limit:

Not over 45 years (As on 15-05-2012), relaxable to the deserving candidates.

Remuneration:

Negotiable and consistent to other Banks in the same rank.

Tenure:

Two years.

Reporting/Performance Measurement:

The CFO will inform position on monthly basis and submit report to the Managing Director & CEO on quarterly basis.

Submission of Application:

Complete application must be submitted to the following address by 15-05-2012. The application must have detailed curriculum vitae with a recent photograph, copies of all academic and experience certificate, contact addresses (mail address, e-mail, telephones), an appreciation of the assignment in one page and expected salary with any other relevant information or condition. Only short listed candidates shall be contacted for interview.

Bank reserves the right to accept or reject any application or annul the process without assigning any reason.

Sd/-

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