



<b>Job Title:</b>	Officer- Financial Controls	<b>Reports to:</b>	Senior Manager Financial Controls
<b>Unit:</b>	Finance	<b>Department:</b>	Finance
<b>Grade:</b>	Band 3	<b>Date:</b>	2024
<b>Job holder:</b>		<b>Supervisor:</b>	
<b>Signature:</b>		<b>Signature:</b>	

<b>Job Purpose Statement</b>
The role is responsible and acts as a primary control function for all Banks products, suspense accounts reconciliation, Revenue assurance in line the Bank policy on general ledger and accounting according to International Financial Reporting Standards (IFRS) and Tax laws. Monitoring trading activity to ensure it is within a specified remit for the specified market and business unit.

<b>Key Accountabilities (Duties and Responsibilities)</b>		
<b>Perspective</b>	<b>% Weighting (to add up to 100%)</b>	<b>Output</b>
<b>Financial</b>	30	<ul style="list-style-type: none"> <li>Conduct daily treasury P&amp;L reconciliations and report on the financial performance.</li> <li>Analysis and investigation of P&amp;L discrepancies as applicable.</li> <li>Daily, monthly reconciliation of various suspense accounts</li> <li>Conduct daily P&amp;L and positions validation for the brokerage and wealth management business.</li> <li>Prepare monthly P&amp;L trackers per portfolio.</li> <li>Daily management reporting of the contribution of each financial markets product, valuation events, posting events and transaction to P&amp;L.</li> <li>Liaise with Market Risk department for highlighting and reporting on P&amp;L impact of the off-Market Rate trades, (Foreign exchange, Money Market, Fixed Income and Derivatives).</li> <li>Reconcile MTD and YTD P&amp;L figures from product control report to the general ledger and management reports</li> </ul>
<b>System Assurance</b>	30	<ul style="list-style-type: none"> <li>Understand the banks banking products accounting and tax requirements. This would enable the proper system configuration and mapping to the proper and relevant tax control accounts.</li> </ul>

		<ul style="list-style-type: none"> <li>• Review of actual vs. expected revenue from various bank products and transactional revenue lines.</li> <li>• Identification of potential revenue leaks in various bank processes such as incorrect or un-priced transactions, operational inefficiencies, missing transactions and uncollected revenues.</li> <li>• Identify system waiver elements and design appropriate controls to plug revenue leakages.</li> <li>• Preparation of monthly revenue assurance reports</li> </ul>
<b>Internal business processes</b>	10	<ul style="list-style-type: none"> <li>• Analysis, investigation and follow up on closure of any identified system shortcomings.</li> <li>• Periodic assessment and review of systems parameter set ups and validations.</li> </ul>
<b>Customer</b>	20	<ul style="list-style-type: none"> <li>• Products control function MIS service standards for the bank</li> <li>• Contribution towards preparation of bank Policies and Procedures as pertains to Product Control and Revenue Assurance</li> <li>• Driving exceptional business performance through business partnering with the various teams involved in Calypso &amp; T-24 on treasury related activities which will lead to an improved Net Promoter Score</li> </ul>
<b>Learning and growth</b>	10	<ul style="list-style-type: none"> <li>• Attain minimum training hours as set out by group HR regulation</li> <li>• Pursue own development to increase personal effectiveness, acknowledging strengths and areas for development.</li> </ul>

**Job Dimensions**

<b>Reporting Relationships: jobs that report to this position directly and indirectly</b>	
Direct Reports	None
Indirect Reports	None

<b>Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.</b>	
<p><b>Internal</b></p> <p>All Bank departments for revenue assurance.</p> <ul style="list-style-type: none"> <li>• Additionally, close working relationship with: Treasury department for treasury products and system support</li> <li>• Internal Audit</li> <li>• Business Analysts</li> <li>• IT</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• External Auditors</li> <li>• BOT inspection team</li> <li>• System Vendors</li> </ul>

<b>Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.</b>
<b>Operational</b>

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Give guidance, decisions and advice on product control function and operational support for the bank

**Operational** - Work assignment, performance assessment.

**Work cycle and impact: time horizon and nature of impact (Planning)**

(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)

Short term planning – 1 month

### Ideal Job Specifications

#### Academic qualifications

- University Degree in Business related studies or equivalent
- **Professional qualifications** accreditation certification/CISA/CPA/CISA/CIFA/ CFA or its equivalent is desirable

#### Desired work experience

- Practical knowledge of Treasury products and systems as well as operational processes with demonstrable skills application of financial control management
- Knowledge on various bank products and tariffs
- Competence in use of Calypso, SAP and T24
- Practical experience in use of relevant MS Office applications
- Knowledge of regulatory and statutory requirements

### Core Value Behaviours (Performance Drivers)

- ✓ Driven
- ✓ Responsive
- ✓ Open
- ✓ Trusted

### Ideal Job competencies

Technical Competencies	
<b>Banking Knowledge</b>	Broad Knowledge of banking operations and processes as well as the banks products.
<b>Financial Analysis</b>	The ability to prepare and present financial analysis in a simple and coherent form. The ability to create insightful causal relationships, use pricing & margin tools, valuation techniques and knowing when to apply them.
<b>Commercial Awareness</b>	Understands and applies commercial and financial principles. Views issues in terms of costs, profits, risks, markets and added value.
<b>Leadership skills</b>	to motivate and empower the team to reach organizational goals

Behavioural Competencies	
<b>Analytical</b>	Analyzes numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.
<b>Communication skills: Presenting &amp; Communicating</b>	Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
<b>Writing &amp; reporting</b>	Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.
<b>Action oriented</b>	Be able to originate action rather than waiting for others to do so. Able to take action to improve progress without prompting.