

NCBA BANK

Job Title:	Senior Manager Financial Controller	Reports to:	Head of Finance
Unit:	Financial Controls	Department:	Finance
Grade:		Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement

The job is responsible for overall general ledger management and reconciliation policy within the bank and enhancement of quality of products reporting, accounting, controls and revenue assurance to support business objectives. The role provides direction, leadership, oversight and is specifically:

- The role will participate and support implementation and entrenchment of financial controls culture, policies, tools, processes and procedures that ensure internal efficient and effective preparation and dissemination of financial information
- Responsible for systems assurance to verify accuracy and completeness of transactions and resulting revenues.
- Responsible for specialised financial market's products accounting and financial reporting in line with International Financial Reporting Standards (IFRS), tax laws and Bank policies. In turn ensuring trade positions are fair valued where applicable.
- Responsible for primary control function for banks products accounting and financial reporting in line with International Financial Reporting Standards (IFRS), tax laws and Bank policies. Monitoring products revenue assurance aspects to specified remit of bank operating business entities.
- Balance-Sheet substantiation process through monitoring of suspense accounts with the aid of daily reconciliation, follow-up and escalation of ageing items to various departmental heads and finance
- Champion RCSA, BIA and BCP for finance and all other policies and procedures
- Lead both Internal and external audit processes
- The role reports to Head of Finance and will support external audit process and be the lead in the preparation and revision of finance procedures and policies.

Key Accountabilities (Duties and Responsibilities)

Perspective	% Weighting	Output
Financial	10%	<ul style="list-style-type: none"> • Minimize operational losses through application of sound analytical judgment to identify trends, suggesting and implementing improvements to the existing controls, procedures and systems to bolster fraud prevention • Ensure all staff in the department adhere to cost management measures put in place by the bank such as stationary, telephone and taxi usage.

Template 1

Controls- Reconciliation, Product Control and Revenue Assurance	60%	<ul style="list-style-type: none"> • Work closely with the Finance system to ensure data quality and is accurate through correct set up and maintenance of the ledgers. • Ensure daily reconciliations for all suspense accounts. Provide monthly reconciliation status report and carry-out quarterly GL substantiating on the entire balance sheet and share relevant stakeholders. • Signing off for new suspense accounts, promptly closure of inactive/dormant accounts and re-naming of automatically opened accounts in line with the Bank policy • Prompt follow-up and escalation of aged items in suspense accounts • Responsible for proper configuration of banking products in Core banking system and other systems in accordance with the International Financial Reporting Standards and regulations. • Responsible for analysis of actual vs. expected revenue from various bank products and transactional revenue lines. • Responsible for analysis and identification of potential revenue leaks in various bank processes such as incorrect or un-priced transactions, operational inefficiencies, missing transactions and uncollected revenues. • Responsible for cross-functional teams partnering in driving business performance and revenue collections. • Responsible for mapping and implementation of routine controls for all revenue affecting activities including discounts, adjustment and waivers, as well as lead efforts to develop policies and procedures that streamline revenue assurance processes. • Responsible for daily treasury P&L reconciliations and reporting on financial performance. • Responsible for daily monitoring of Calypso and Core banking systems interfaces and data flows • Analysis and investigation of P&L discrepancies where applicable • Monitoring daily and monthly P&L trackers per portfolio. • Daily management reporting of contribution of each financial markets' product, valuation events, posting events and transaction to P&L. • Responsible for analysis, investigation and follow up on closure of any identified Calypso system shortcomings. • Responsible for periodic assessment and review of Calypso system parameter set ups and validations. • Closely monitor unclaimed assets to ensure the assets are remitted on timely manner as per BOT guidelines. • Ensure the unit is represented in all projects affecting GL accounts both balance sheet and PL
Customer	20%	Take a proactive role in contributing to and influencing policies and the strategic direction of the department:

Template 1

		<ul style="list-style-type: none"> Responsible for provision of effective and efficient first level systems user support in finance with respect to Core Banking application, SAP, Calypso. Constant review of cross-functional teams partnering in driving business performance and revenue collections. This includes review of process and procedures to ensure Bank is safeguarded from risk of revenue leakages at all times including at launch of new products, new systems and system enhancements. Undertake bank's systems integrity assurance to identify potential issues in the revenue recognition chain. Responsible for general ledgers technical management and validation. Responsible for systems assurance in terms of revenue and expense computations, and revenue collections. Responsible for systems interfaces reviews for proper functioning and optimization. Review of trends, suggesting and implementing improvements to the existing controls, procedures and systems to bolster fraud prevention Key liaison with Business units for new products systems implementation and configuration. Responsible for systems Business Continuity Plans to guarantee continuation of services at all times. Preparation of Industry analysis reports required for various reports Support in preparation of Board and Management reporting requirements <p>Control functions:</p> <ul style="list-style-type: none"> Audit issues closed within the quarter of identification, or within the agreed time frame. Continuous Risk Control and Self-Assessment process Nil repeat findings 100% SLA Adherence <p>100% adherence to agreed turnaround times</p>
Learning & Growth	10%	<p>Providing overall leadership of the unit and defining a framework for developing the team into a high performing and engaged workforce, through managing their performance, motivating, coaching and training them accordingly</p> <ul style="list-style-type: none"> Developing and agreeing with individual staff on objectives, standards, targets, undertaking semi-annual reviews, and end years reviews. Works with HR, ICT and Commercial services to ensure that all staff within the unit have sufficient and right tools (hardware, software, systems licenses) for their work Work with staff within the unit to identify training needs and align with the HR, Head of Finance to provide support and deliver on the trainings needs. Put in place an agreed leave schedule, which allows all staff to proceed on 10-continues leave days and only carry forward 5-leave days to the subsequent financial year.

Template 1

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Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	1 Assistant Manager
Indirect Reports	2 Officers (Reconciliation & Product/Revenue Assurance)

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
Internal All Bank departments for revenue assurance. Additionally, close working relationship with: Treasury department for treasury products and system support <ul style="list-style-type: none"> • Internal Audit/Risk & Compliance • Business heads • Head of Reporting and Business Support • Head of Product Controls -Group • Head of Financial Controls-Group • Country Managing Director • Branch Managers 	External <ul style="list-style-type: none"> ✓ INTELLIMATCH ✓ BOT ✓ External auditors ✓ Mobile Service providers ✓ Bank Customers

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.
<ul style="list-style-type: none"> ✓ Both operational and managerial - gives advice/opinion to be incorporated in strategic decisions ✓ Departmental budget on assets and Human Capital

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)
1-12 months

Ideal Job Specifications
Academic: <ul style="list-style-type: none"> ✓ University Degree in Business related studies or equivalent - minimum 2nd Upper Class Honors or 3.0GPA. Professional: <ul style="list-style-type: none"> ✓ 8 years' experience in a medium to large corporate organisation. ✓ CPA/ACCA qualification ✓ CIMA or equivalent will be an added advantage

Template 1

Ideal Job Specifications

Desired work experience:

- ✓ Minimum 8 years Banking experience with at least 4 years' work experience in middle management role.
- ✓ A working knowledge of a bank's operating systems, controls and general banking
- ✓ Knowledge of regulatory and statutory requirements
- ✓ Practical experience in use of relevant MS Office applications
- ✓ Competency in the use of INTELLIMATCH and T24 bank systems
- ✓ Five years' work experience in middle management role.
- ✓ Competence in use of Calypso, SAP and T24
- ✓ Practical experience in use of relevant MS Office applications.
- ✓ Experience in the financial services industry or banking sector

Core Value Behaviours (Performance Drivers)

- ✓ Drive
- ✓ Responsive
- ✓ Open
- ✓ Trusted

Ideal Job competencies

Technical Competencies

- **Knowledge** and effective application of all relevant banking policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.
- **Technical skills** to effectively perform or guide performance of reconciliations in a manner that consistently produces high quality of service.
- **Performance Management skills** to optimize employee productivity.
- **Interpersonal skills** to effectively collaborate with internal customers and stakeholders whilst also working independently
- **Analytical skills** that will help to assess processes identify and implement improvements for control and efficiency gains.
- **Leadership skills** to motivate and empower the team to reach organizational goals

Behavioural Competencies

- **Planning and organizing:** Able to make the best use of available resources to achieve desired results especially departmental objectives. The role requires one to keep track of progress on tasks and projects against plans and build contingencies and risk management plans to allow for unexpected events.
- **Action Oriented:** Be able to originate action rather than waiting for others to do so. Able to act to improve progress without prompting.
- **Problem solving:** Seeks to identify the root cause of problems and explore a range of possible solutions. Makes timely decisions based on reliable sources of information and seeks and obtains the views of others where appropriate to assist in making objective decisions.
- **Communication** Ability to present ideas in a clear and concise manner when communicating. Responding to objections raised in a considerate and convincing manner and check to ensure that information has been understood
- **Commercial Awareness:** Demonstrates an understanding on how key business issues affect profitability of the bank. Recognises the commercial implication of different courses of action and demonstrates an understanding of the market, which the bank operates.