

JOB DESCRIPTION & SPECIFICATIONS.

JOB TITLE	Chief Finance Officer
GRADE	
DEPARTMENT	Finance

JOB SUMMARY/PURPOSE	To ensure judicious deployment and productive utilization of the bank's resources/assets for the profitable achievement of set business targets. The Chief Financial Officer is responsible for the Bank's fiscal operating results utilizing generally accepted accounting principles, budgets, and regulatory agency and government reports. ensuring the safeguard of Bank assets
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REPORTING RELATIONSHIPS (attach organogram)		
REPORTING TO:	MD/CEO	SUBORDINATES
		<ol style="list-style-type: none"> 1. Financial Control and Performance Management 2. Regulatory & Financial Reporting

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> • Assists the CEO in developing, for the Board's approval, a strategic direction and positioning to ensure the bank's success, as well as annual operating plans and financial budget that support the bank's long term vision and business strategy • Prepares and implements the banks financial strategy, financial plans, MIS, budgets, cash flow projections • Creates, coordinates, and evaluates the financial controls and supporting information systems of the bank to ensure compliance with financial management policies and procedures • Prepares, presents and interprets financial reports (month/year end) on the bank's business performance to senior management, ensuring integrity, accuracy and completeness of financial data. • Provides timely and accurate comparative financial performance reports, analysis of budgets and financial forecasts and profitability analysis • Provides proactive leadership in the development of investment models to guide financial analysis and evaluation of investment opportunities with strong potential for high returns. • Adheres to tax laws and regulatory compliance to properly reflect the financial position of the Bank. • Provides a high level of customer relations and service; and ensures compliance with Bank policies and procedures • Reviews and prepares management and financial reports for the bank, and tax computations / compliances etc. • Coordinate and manages both internal and external advisory services efforts to optimize the ongoing tax obligations of the bank • Provides leadership, direction and management of the finance and accounting team • Advises the bank on long-term business and financial plans, investment strategies by considering cash and liquidity risks • Reviews and approves, in consultation with the Legal Officer/Corporate Secretary, the bank's annual and interim earnings releases, financial statements and management discussion and analysis

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- Manages the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
- Establishes and maintains strong professional relationships with key accounting, tax, auditor, insurance, banks, investment community and other service providers

JOB PERFORMANCE & PERSON REQUIREMENTS

EDUCATIONAL/PROFESSIONAL & WORK EXPERIENCE REQUIREMENTS

- Minimum of Bachelor degree in Finance, Accounting, Economics and related fields
- A Master of Business Administration (MBA) is desirable
- Professional certifications (ACCA, CPA etc.)
- Minimum of 12 years relevant work experience in the banking industry, 5 out of which must have been at management level

JOB KNOWLEDGE & SKILLS	PROFICIENCY LEVEL (1- 5)	GENERIC COMPETENCIES	PROFICIENCY LEVEL (1- 5)
Financial Management		Highly dynamic and organized individual;	
Financial analysis and reporting		Strong negotiation skills and good business acumen	
Strong business acumen and sound knowledge business processes		Stakeholder and relationship management	
Sound knowledge of the banking industry, products and services, including regulatory and compliance obligations		Sound planning, project and change management capacity	
IFRS provisions and compliance reporting		Strong decision making capability	
Strategic & financial planning		Strong written and oral communication ability	
Budgeting and budget performance monitoring		Communication Proficiency	
Proficient in the use of MS Office and financial management software (e.g. SAP, Navision etc.)		Personal effectiveness and credibility	
		Ethical Conduct	

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KEY PERFORMANCE INDICATORS (Indicative)	FINANCIAL DIMENSIONS ()
Current Ratio	Operating Cash Flow
Payroll Headcount Ratio	Current Ratio
Accounts Receivable Turnover	Net Profit/ Net Profit Margin
Quick Ratio/Acid Test	Working Capital
Inventory Turnover	Debt to Equity Ratio
Accounts Payable Turnover	Return on Equity
Finance Error Report	Gross Profit Margin
Payment Error Rate	Budget Variance
Accuracy of financial records	Expense Management

OTHER JOB REQUIREMENTS (Please tick as appropriate)					
PRIMARY WORK LOCATION		WORK CYCLE		TRAVEL REQUIREMENTS	
e.g. Head Office Location		Monday-Friday (8a.m – 5p.m)		None	
Branch Office Locations		Shift Types			
Other Locations					
PHYSICAL REQUIREMENTS					
	None	Moderate	Extensive	TRAVEL OUTSIDE SIERRA LEONE	
Lifting Required?				YES	
Computer Use?				NO	
Other Requirements Not Listed Above					
Developed by:		Approved by:		Last revised by:	
Name:		Name:		Name:	
Date:		Date:		Date:	