

1. JOB DETAILS

Job title:	Senior Analyst - EMEA	Job grade:	Senior Manager
Reports to:	Head Financial Performance & Controls - International		
Department:	Finance International		
Location:	Karachi		

2. JOB PURPOSE

To implement process improvement in management reporting and consolidation process pertaining to assigned international locations and manage appropriate financial control structure for accurate and relevant data of the bank's international business to be available for use by the Bank's management.

3. KEY ACCOUNTABILITIES

Description
<p>Process Improvement</p> <ul style="list-style-type: none"> Develop and roll out new initiatives / projects based on the ideas floated by supervisor for data reporting of financial data for enhancing the quality and turnaround time helping senior management to make prompt decision.
<p>Financial Reporting and Compilation</p> <ul style="list-style-type: none"> Compile and perform sanity check on the monthly numbers reported by the locations including conducting variance analysis of actual results against the budget Prepare reconciliations of local statutory and management reporting numbers of locations assigned to ensure that proper reasoning is available for the major variances
<p>Monthly Performance Reviews</p> <ul style="list-style-type: none"> Prepare monthly performance presentation for Divisional heads to provide a summarized view of the performance by locations along with performance reviews of major locations for the management to have a deeper insight of the factors affecting location performance over time.
<p>Advisory & Support</p> <ul style="list-style-type: none"> Assist in providing advisory support on accounting issues including financial reporting, policy matters and other relevant aspects to overseas locations in order to ensure compliance with regulatory and internal policy requirements.
<p>Budgeting</p> <ul style="list-style-type: none"> Coordinate with international locations for the compilation of budget numbers and analyze these numbers based on past trends to ensure whether the locations would be able to meet the set targets to help management make informed decisions.
<p>Effective Communication</p> <ul style="list-style-type: none"> Effective communication with international locations to provide them support on a timely basis and enhance communication with cross-functional teams to fulfill their requirements and provide the required deliverables on time.
<p>Regulatory returns</p> <ul style="list-style-type: none"> Preparation of PROP which is required to be submitted to SBP to ensure that timely and accurate information is submitted Manage all internal information requests from all the departments Responsible of preparation of following information to ensure accurate and on time information is prepared: <ul style="list-style-type: none"> Asset quality and cleanup Daily reporting's Other reports for statutory teams

4. QUALIFICATIONS AND EXPERIENCE**Minimum qualifications:**

- Qualified Chartered Accountant

Minimum experience:

- 2-3 years of Banking experience required

5. JOB CONTEXT

- The efficiency of this position is financial critical for ensuring protection of bank's interests with respect to reporting of information to senior management
- Assist in arranging regular reviews with various locations
- Work on the adhoc request for presentation to the individual location, management and external stakeholders
- Effectively manage the co-ordination with locations within multiple time zones and varied working days / weekends
- Work intelligently to resolve accounting issues of locations assigned

Nature of Job: Full time / Permanent

Deadline to apply: 8th January 2018

How to apply / Where to send CVs: Send CVs at madiha.rashid1@hbl.com