



# Janata Bank Limited

(your committed partner in progress)

## Chief Financial Officer (CFO)

Janata Bank Limited, a state owned commercial Bank, is going to recruit an experienced **Chief Financial Officer (CFO)** on contractual basis under the following terms and conditions:

**01. Position:**

**General Manager (Accounts and Financial Management Division)**

Offered for Bangladeshi Nationals only. It's a senior executive position and requires to report directly to the Chief Executive Officer & Managing Director (CEO & MD).

**02. Job Nature:**

Full-time.

**03. Educational Requirements:**

FCA & Master Degree along with 3/4 years Honors in Economics/Finance/Accounting/Banking/Bank Management from any recognized university. No Third Division/Class (Equivalent GPA/CGPA) in any academic result is acceptable.

**04. Experience:**

At least 12 years experience in any bank or financial institution including 3 years experience in banking accounts and taxation.

In addition, the candidate should be experienced in financial management, planning, administration, budgeting and auditing along with supervisory capability either in renowned commercial bank or Govt. organization/central bank or other international organizations like IMF/ADB/WB etc. The candidate must have clear idea about functions and major structure of financial statements of a commercial bank and knowledge of Computerized Systems/ERP (Enterprise Resources Planning) implementation experience and clear knowledge about Core Banking System, The Companies Act-1994, The Bank Companies Act-1991, BRPD & DOS circulars, CRR, SLR, CAMELS and Capital Adequacy Calculation under Basel III, adaptation of first time IFRSs in a bank, Deferred Tax etc.

**05. Other Skills and Age Limit:**

Extensive knowledge of financial and administrative systems, excellent communications skill in English (both oral and written), self-management including: ability to prioritize own workload, work independently and commitment to meet requirements of bank management.

Age within 45 to 56 years as on 31 December, 2018. (Age may be relaxed for deserving candidate)

**06. Remuneration Package:**

Attractive salary and other benefits would be offered. This shall be discussed with the short-listed candidates, fulfilling above requirements.

**07. Contractual Period:**

Initial contract period will be 3 (three) years and next extension may be considered on the basis of yearly performance.

**08. Job Location:**

Janata Bank Limited  
Head Office  
110 Motijheel C/A, Dhaka-1000.

**09. Application Instructions:**

If you are confident, please send application addressed to the CEO & MD, Janata Bank Limited, Head Office, 110 Motijheel C/A, Dhaka-1000; along with your updated CV & 2 (Two) copies of passport size photograph.

**10. Deadline for submission of application:**

15 January, 2019.

**TO VIEW MAJOR JOB DESCRIPTIONS/RESPONSIBILITIES AND DELIVERABLES IN DETAILS, PLEASE  
VISIT OUR WEBSITE  
[career.janatabank-bd.com](http://career.janatabank-bd.com)**

Bank authority preserves the right to amend or cancel the advertisement.

Md. Abdus Salam Azad  
CEO and Managing Director.

## **Major Job Descriptions/Responsibilities**

- Preparation and supervision of weekly, monthly, quarterly, half yearly and yearly statement of affairs in time maintaining quality and standards and ensure submission of those to regulatory authorities/Board of Directors as per deadline;
- Preparation of financial statements of the bank in compliance with all rules and regulations of Bangladesh Bank (BB) and Securities & Exchange Commission (SEC) as well as International Financial Reporting Standards (IFRSs)/International Accounting Standards (IASs);
- Designing appropriate chart of accounts, software based accounting procedure and accounting manual, exercising close coordination and monitoring in implementing software based accounting system (namely, Computerized Systems/ERP/ Core Banking System) in the bank;
- Ensuring proper maintenance of all financial transactions of head office as well as consolidation of all the transactions of the bank;
- Collection of required data from different departments/branches, analyzing the data, formulating forecast and preparation of annual budget, various financial performance reports, periodical budget and implementation of effective budgetary control system in the bank;
- Carrying Stress Testing Activities, producing timely stress testing reports and submitting to appropriate authority;
- Carrying Basel-III implementation activities, maintaining capital adequacy requirements and dealing with CAMELS issues of the bank in line with regulatory guidelines;
- Preparation of updated reports relating to treasury operations (daily fund position, call money lending & borrowing, maintaining CRR & SLR, ALM desk activities etc.) including all types of investment activities of the bank;
- Designing the corporate tax plan, calculating deferred tax and its proper incorporation in the books of accounts, ensuring timely submission of corporate tax return and settling the pending tax issues in an effective manner, dealing with the Income Tax, VAT and TDS issues effectively and efficiently in compliance with NBR rules and regulations.
- Calculating and maintaining proper books of accounts-records of Employees Provident Fund (both GPF & CPF), SAF and Benevolent Fund, death benefit fund etc. and conducting actuarial valuation, if necessary;
- Ensuring all assets and liabilities of the bank are monitored and accurately accounted for that the fixed assets register is maintained and managed with strict adherence to fixed assets register procedure and that the monthly payroll tax is completed by the Accounts Department;
- Preparation of annual budget, introducing and implementing proper budgetary control system;
- Monitoring annual budgets including operating and capital expenditure budgets;
- Handling the issues of external audit, internal audit, Bangladesh Bank audit, commercial audit and other investigations that relate to accounts, tax, VAT etc. of the bank;
- Identifying risk area of the bank and assessing risks with mitigation strategy and monitoring seven core risks management activities;
- Uploading data and reporting through Rationalized Input Template (RIT) to Enterprise Data Warehouse (EDW) of Bangladesh Bank and monitoring bank's reporting through RIT;
- Assessing the training need of the employees of Accounts and Financial Management Division, taking necessary steps for arranging appropriate training program to enhance the accounting capability of the accounts department and developing and managing the implementation of a financial and organizational capacity building strategy;
- Leading the investigation of possible fraud cases in line with standard procedures;
- Exercising executive power of General Manager of Accounts & Financial Management Division and maintaining close liaison with BB, SEC, NBR, MoF, RJSC, external auditors and other authorities, as required;
- Implementing audit & accounts related recommendation made by the Board of Directors or Board's Audit Committee of the bank; and carrying other assignment as assigned by the Bank Management.

## **Deliverables**

Have to work in close consultation with the CEO & MD throughout the duration of the contract period. The deliverables are to be prepared in a format given by the Board/CEO and submitted electronically via e-mail along with hardcopy. All deliverables are to be submitted in time, based on a schedule to be developed and mutually agreed upon by the incumbent and the Board/CEO.

Annual Work plan: The first work plan is to be submitted within 3 (three) months of commencing work with subsequent draft work plans, Interim report, quarterly/half yearly reports detailing actual achievement and detailed work plan for next six months, other reports as required from time to time.