

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional(s) for the following position in the area of **Aitemaad Islamic Banking**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

01	Position / Job Title	Wing Head – Central Processing Unit (AVP / VP)
	<b>Reporting to</b>	Divisional Head – Consumer Banking
	<b>Educational / Professional Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having CA Inter / ACCA / CIMA / M.Com / ACMA / MBA from HEC recognized university / institute will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 08 years of working experience with Bank / financial institution with at-least 03 years of experience in consumer Banking</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of Islamic Retail / Consumer banking products</li> <li>• Excellent knowledge of Rules and Regulations like AML / CFT and SBP Prudential Regulations (PRs) etc</li> <li>• Goal-oriented, result-driven, ability to prioritize and accomplish tasks</li> <li>• Good analytical skills and expertise of dealing audit issues</li> <li>• Good written and verbal communication with good interpersonal skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To maintain data / MIS of legacy portfolio till maturity of both Ijarah and Leases and reporting of the same to FCG / AIBG Finance</li> <li>• To process payments, ensuring that documentation / billing is correct and properly authorized, that coding is appropriate, and that payment is made in the most efficient and cost-effective manner</li> <li>• To maintain &amp; monitor Accounting System of Consumer Accounting Modules (full accounting from recording to profit calculation / closing and finally recording / integration in SAP GL in Branches etc.</li> <li>• To perform monthly Reconciliation of subsidiary ledgers of the Consumer with SAP GLs</li> <li>• To prepare Financial / Managements Reports for regulatory authorities such as, FCG, Government of Pakistan (Finance Department), SBP, etc</li> <li>• To prepare Assets Liability Report, Estimation of Income for Pool, SBP reporting to FCG, checking of A05 &amp; A07</li> <li>• To prepare monthly prepayment and accrual journals vouchers</li> <li>• To ensure that recording of income is timely and accurate, including correctly recording source and any restrictions in use of funds</li> <li>• To provide accurate financial information on a regular and timely basis, meeting weekly, monthly and annual deadlines</li> <li>• To liaison with the external / Internal auditors to ensure timely conclusion of statutory as well special audits whenever required</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist in the development, implementation and maintenance of appropriate financial policies and procedures for consumer</li> <li>• To liaison with AIBG Branches in respect of finance related consumer activities</li> <li>• To conduct UAT of related to additional financing modules / CBA, etc. where and when required</li> <li>• To prepare various MIS reports as required by the management</li> <li>• To ensure meticulous Shariah Compliance in all aspects of the job</li> <li>• To maintain all files / documentations and ensure comprehensive records maintenance related to branch business</li> <li>• To ensure all processes are completed within the specified TAT</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
<b>Place of Posting</b>	Karachi

<b>Assessment Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for panel interview(s).
<b>Employment Type</b>	The employment will be on contractual basis for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank's Policy / rules.

Interested candidates may visit the website [www.sidathyder.com.pk/careers](http://www.sidathyder.com.pk/careers) and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for interview.

**National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.**