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| **Position / Job Title** | **Department Head – Financial Reporting – Consolidated Accounts (AVP / VP)** |
| **Reporting to** | Wing Head – Statutory Accounts Wing |
| **Educational /**  **Professional Qualification** | * Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC * Candidates having Master’s Degree and / or any other relevant professional qualification such as CA Inter / CA Qualified / ACCA / ACMA will be preferred |
| **Experience** | * Minimum 06 years of working experience in financial reporting in a financial institution and / or audit firm |
| **Other Skills / Expertise / Knowledge Required** | * Sound understanding of regulatory reporting requirements and well conversant with relevant laws * Detail oriented with high level of accuracy * Good team player with ability to prioritize and accomplish tasks * Proficient in MS Excel, Power Point and Word. Basic understanding of Power BI |
| **Outline of Main Duties / Responsibilities** | * To liaise with subsidiaries, associates and joint venture(s) for timely preparation of consolidated financial statements * To prepare quarterly, half yearly and annual consolidated financial statements of the Group * To prepare consolidation packs of subsidiaries, associates, joint venture(s) for provision of information for consolidated financial statements * To prepare financial analysis of subsidiaries, associates and joint venture(s) * To publish financial statements in quarterly, half yearly and annual report * To publish annual financial statements in newspaper(s) * To prepare MIS of Nominee Directors along with the office note, memo and correspondence letters related to the nomination of Director * To prepare memo and circular of profit rates on deposits in coordination with other departments * To compile and review penalties reported in financial statements in coordination with Operations and Compliance Groups * To manage provision of shareholding information from subsidiaries and associates * To coordinate for dividend warrant revalidation * To coordinate with subsidiaries to prepare State Owned Entities (SOE) information * To ensure provision of free float of shares information * To handle SBP reporting matters * To coordinate with external and internal audit teams and assist in timely closure of audit findings * To perform any other assignment as assigned by the supervisor(s) |