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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
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| **Experience** | * Minimum 06 years of working experience in financial reporting in a financial institution and / or audit firm
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| **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
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| **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)
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