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| **Position / Job Title** | **Unit Head – Cash Management Sales (AVP / VP)** |
| **Reporting to** | Wing Head – Sales (South) |
| **Academic / 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 relevant certification(s) would be preferred |
| **Experience** | * Minimum 06 years of experience in the Banking industry, out of which 04 years in relationship management and cash management services |
| **Other Skills / Expertise / Knowledge Required** | * Strong analytical and structuring skills * Sound understanding of products and services offered in Corporate & Investment Banking * Excellent Relationship Management skills and Cash Management related expertise * Thorough understanding of the needs of local and regional corporate client base |
| **Outline of Main Duties / Responsibilities** | **Account Coverage Responsibilities:**   * To assist Wing Head - CMD to implement the business strategy, responsible for client / business origination and coverage, as well as achieve sales / business targets, in terms of the number of clients acquired and maintained as well as the revenue generated * To identify and close cash management opportunities with existing CIBG / other NBP clients and work in close coordination with internal business partners and stakeholders including client coverage, product development and solution delivery to promote new customer relationship development. This will be achieved through maintaining extensive knowledge of available products, services, fees, operational procedures and processing deadlines as they relate to the impact on customer transaction posting * To assess customer needs and recommend appropriate accounts, services, and strategies to drive sales acquisition, sales pipeline conversion and deal implementation * To ensure that the highest professional standards of customer service is provided to NBP’s customers with an end to secure both new business and to deepen the existing business relationships * To manage the development and implementation of sales and marketing strategies and structuring of mature Cash Management deals and to effectively channel customer and sales team feedback to the product and solution delivery managers   **Business Development & Revenue Generation Responsibilities:**   * To work closely with Relationship Managers in attaining optimized service charge, deposit and non-interest income goals through strategic pricing proposals that deliver value to the client * To facilitate Wing Head and Divisional Head - CMD in constant product innovation by updating processes and procedures to enhance the customer experience * To achieve the Key Performance Indicators (KPIs) assigned in terms of asset book building, cross-selling including FX, Trade Finance and other products & services offered by the Bank * To monitor risk effectively and keep abreast of market developments to ensure proactive or remedial actions are taken to maintain the desired level of risk in line with the Bank's overall policies & procedures * To monitor the performance of the cash management business unit and prepare periodic reports on its overall performance to ensure deviations are identified, reported in a timely manner and that actions are adjusted to achieve set annual action plans   **Other Responsibilities:**   * To review Cash Management proposals compiled by the Relationship Managers to ensure its quality, accuracy & data integrity and adherence to NBP's Policy and guidelines and to submit and recommend proposals to the Wing Head and Divisional Head - Cash Management Division for onward submission to concerned committees for approval * To keep abreast with all Regulatory Guidelines (including State Bank of Pakistan’s Prudential Regulations) as well as internal NBP requirements (including credit policies) and ensure strict compliance * To ensure timely training of officers / executives in the team to improve their professional capabilities and to provide them with the necessary office equipment to get their jobs done efficiently * To maintain NBPs internal control standards, including timely implementation of internal and external audit points together with any issues raised by external regulators * To drive the identification of opportunities for continuous improvement of systems, processes and practices within the function; taking into account ‘international best practice’, improvement of business processes, cost reduction and productivity improvement * To perform any other assignment as assigned by the supervisor(s) |
| **Place of Posting** | Karachi |