

1. JOB DETAILS

Job title:	Financial Planning & Analysis Officer	Job grade: (Clerk/Officer/Manager)	Officer
Reports to (position):	Head of MIS (FP&A)	Certified Role: (Y/N)	N
Department:	Finance		

2. JOB PURPOSE

To assist the Head of MIS (FP&A) in relation to producing Finance management information, reporting to the parent bank and other reporting. Assist in address queries from stakeholders including external auditors and regulator.

3. JOB DIMENSIONS

Number of staff supervised:	Direct reports:	0
	Total team size (including direct & indirect reports):	4
Financial dimensions:	Income target:	N/A
	Operating budget:	N/A
Other (e.g. number of branches, customer volumes):		N/A

4. KEY ACCOUNTABILITIES & RESPONSIBILITIES

Description
<ul style="list-style-type: none"> • Perform daily and month end close tasks and controls. • Prepare and submit monthly and quarterly returns to the parent bank. • Understanding of accounting knowledge under FRS 102. • Assist in preparation of Management and Board packs. • Assist in annual budget exercise and perform monthly forecast. • Automate and produce management reports using tools such as Power BI/Tableau. • Liaise within the bank, group and external auditors to resolve queries.

5. QUALIFICATIONS AND EXPERIENCE**Minimum qualifications:**

- ACA/ACCA – or finalist.
- Bachelor’s degree.
- 3-5 years experience.

Experience, Skills & Competencies:

- Required good analytical skills.
- Advance use of MS Excel and ability to produce reports using tool such as Power BI/Tableau.
- Good knowledge of other MS Office applications.

6. JOB CONTEXT**Conduct Rules**

The incumbent is subject to the **Individual Conduct Rules** as outlined in the FCA Handbook COCON Section 2.

HBL Values

The incumbent must exemplify & abide by the HBL UK Values, Commitments & Behaviours:

- *Integrity – Be Ethical & Fair*
- *Customer Centric – Deliver Great Experiences*
- *Value People – Respect, Empower, Appreciate*
- *Progressive – Innovate & Challenge*
- *Excellence – Be Your Best*

Frameworks & Policies

This is a 3rd line of defence role and as such must ensure full compliance with the Bank’s policies and frameworks relating to [highlight as applicable to the role]:

Compliance, Human Resources, IT & Information Security, Health & Safety, Risk & Credit, Operational Risk, Conduct Risk, Vendor Management, Whistleblowing, Complaint Handling, New Products, Services and Promotions, Expense Management & Internal Audit.

7. APPROVALS

Job holder
<div style="display: flex; justify-content: space-around; margin-top: 50px;"><div style="text-align: center;"><hr style="width: 30%; margin: 0 auto;"/><p>Signature</p></div><div style="text-align: center;"><hr style="width: 30%; margin: 0 auto;"/><p>Date</p></div></div>
Line manager
<div style="display: flex; justify-content: space-around; margin-top: 50px;"><div style="text-align: center;"><hr style="width: 30%; margin: 0 auto;"/><p>Signature</p></div><div style="text-align: center;"><hr style="width: 30%; margin: 0 auto;"/><p>Date</p></div></div>