

1. JOB DETAILS

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|-------------------------------|---------------------------------------|--|---------|
| 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

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|---|---|-----|
| 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.



JOB DESCRIPTION

Position Code:

Version:

Date: July 2023

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7. APPROVALS

| Job holder | |
|------------|-------|
| _____ | _____ |
| Signature | Date |

| Line manager | |
|--------------|-------|
| _____ | _____ |
| Signature | Date |