

### 1. JOB DETAILS

<b>Job title:</b>	Head of MIS	<b>Job grade:</b> (Clerk/Officer/Manager)	Manager
<b>Reports to (position):</b>	Chief Financial Officer	<b>Certified Role:</b> (Y/N)	Y
<b>Department:</b>	Finance		

### 2. JOB PURPOSE

To assist and support the CFO in relation to Finance wide MIS reporting to senior management and to the UK and Pakistan board and various senior management committees.

### 3. JOB DIMENSIONS

<b>Number of staff supervised:</b>	<b>Direct reports:</b>	3
	<b>Total team size (including direct &amp; indirect reports):</b>	4
<b>Financial dimensions:</b>	<b>Income target:</b>	N/A
	<b>Operating budget:</b>	N/A
<b>Other (e.g. number of branches, customer volumes):</b>		N/A

### 4. KEY ACCOUNTABILITIES & RESPONSIBILITIES

Description
<ul style="list-style-type: none"> <li>Engage in development of bank annual business segment plans</li> <li>Responsible for the review of banks financial performance and position</li> <li>Responsible to evaluate financial performance of business segments on monthly basis against target</li> <li>Responsible to set and monitor Key performance indicators (KPI's) for each business segment to improve the business viability of bank</li> <li>Responsible of planning and presenting bank level budget for board approval and communication to HOK</li> <li>Responsible for providing timely update for UK and Pakistan board and various committees</li> <li>Provide commentary on monthly financial results</li> <li>Consistent monitoring of the operating cost with budget/forecast</li> </ul>

- Responsible to enhance structure of MIS reports and create new MIS reports as per requirements
- Responsible for monitoring actual financial performance with forecasts on monthly basis
- Responsible for reviewing of timely and accurate submission of monthly/quarterly returns to HOK
- Responsible for reviewing of MIS related regulatory returns on timely basis
- Manage day to day queries from HOK
- Review of overseas branch accounting and monthly financial numbers against budget
- Adhoc work delegated by CFO

## 5. QUALIFICATIONS AND EXPERIENCE

### Minimum qualifications:

- ACA or ACCA or equivalent
- 5 years post qualification experience

### Experience, Skills & Competencies:

- Banking experience
- Good analytical skills
- Extremely well versed with MS office tools (Excel, Word and Power point)
- Good interpersonal and administration skills
- Understanding of risk and control overall and business specific

### 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 2<sup>nd</sup> line of defence role and as such must ensure full compliance with the Bank's policies and frameworks relating to accounting.

### 7. APPROVALS

#### Job holder

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Signature

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Date

#### Line manager

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Signature

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Date