



Sonali Bank Limited
Head Office, Dhaka.

Human Resource Development Division

**Request for Expression of Interest for selection of Chief
Financial Officer(CFO) in the rank of General Manager.**

Sonali Bank Limited, the largest state owned Commercial Bank in Bangladesh having deposit of more than Taka 1(one) trillion, operates 1230 branches including 2 overseas branches in India, four subsidiaries named Sonali Investment Limited (SIL), Sonali Exchange Co. Inc.(SECI),USA Sonali Bangladesh (UK) Limited, Sonali Pay (UK) Limited, one associate company named Sonali Intellect Limited and 3 Representative offices in abroad.

The CEO & Managing Director, Sonali Bank Limited invites proposals for providing services as Chief Financial Officer(CFO) (in the rank of General Manager) with full executive power and accountability to Central Accounts Division from eligible Bangladeshi candidates who must have qualifications and experiences mentioned below:

Chief Financial Officer (CFO):

CFO is responsible for financial strategy, financial condition and position of the bank that requires personnel with extensive knowledge and experience to strengthen financial discipline in banking operation. He /She will be responsible for successful implementation of financial system as per international standard, Bangladesh Bank guidelines and Bank Company Act. CFO will have to work in close consultation with the CEO & Managing Director and report to him. The duty and responsibility of CFO will be full time in Bank.

Basic Function:

The Chief Financial Officer is accountable for the financial and risk management operations including development of financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Areas of Operation:

- Asset / Liability management.
- Profitability, cost analysis and cost control.
- Forecasting, Budgeting & performance reporting
- Strategic business planning.
- Revenue & capital expenditure management.
- Risk management, Risk Based Auditing and Risk Based Capital Adequacy.
- Designing & implementing effective management information system.
- Corporate Tax Management.
- Financial reporting & control.
- Financial management support to Head Office divisions.
- Internal / external financial reporting.

Job Description and Responsibilities :

01. To understand and mitigate key elements of Banks risk profile.
02. To oversee asset liability management of the Bank.
03. To identify risk area of the bank and assess risks with mitigation strategy and to monitor seven core risks management activities.
04. To carry on corporate governance principles for (July-2015) guidelines prepared by Basel Committee on Bank supervision.



05. To carry on stress testing activities, produce timely stress testing reports and submit to appropriate authority.
06. To carry on Basel-III implementation activities, maintaining capital adequacy requirement and deal with CAMELS issues of the bank with regulatory rules and guidelines.
07. To look after timely completion of Credit Rating of Sonali Bank Limited.
08. To review the institution's financial conditions, financial position and recommend viable alternatives for cost effective operation.
09. To develop and expand financial strategy of the bank management in order to develop and strengthen the financial capacity of the bank.
10. To participate in the strategic planning process, to lead the budgeting and forecasting of the bank and to collect estimated data from different departments, analyze the data, formulate forecast and prepare various financial performance reports and implement effective budgetary control system in the bank.
11. To monitor achievement of targets in terms of annual budgets including operating and capital expenditure budgets.
12. To supervise preparation and submission of Financial Projection Model of the Bank to Bangladesh Bank.
13. To plan, direct and coordinate the implementation of effective accounting and financial administration policies, procedures and reports to ensure meticulous compliance of bank's financial policy for sound financial management and control of the Bank.
14. To produce weekly, monthly, quarterly, half yearly and yearly statement of affairs in time maintaining quality and standards and ensure submission of those to regulatory authorities/Board of Directors as per deadline.
15. To prepare financial statements of the bank in compliance with all rules and regulations of Bangladesh Bank (BB) and securities & Exchange commission (SEC) as well as International Financial Reporting standards (IFRSs)/International accounting standards (IASs).
16. To design appropriate chart of accounts, software based accounting manual and to exercise close coordination and monitoring in implementing software based accounting system (namely, Computerized Systems/ ERP/Core Banking System) in the bank.
17. To ensure that bank's all assets and liabilities are monitored and accurately accounted for that the fixed assets register is maintained and managed with strict adherence to fixed assets register procedure and that the monthly payroll tax is completed by the concerned department of the bank.
18. To upload data and reporting through RIT to EDW of BB and to monitor bank's reporting through RIT.
19. To design the corporate tax plan, calculate deferred tax and its proper incorporation in the books of accounts, ensuring timely submission of corporate tax return and settle the pending tax issues in an effective manner, dealing with the income tax, VAT and TDS issues effectively and efficiently in compliance with NBR rules and regulations.
20. To oversee employee benefit plans with particulars emphasis on maximizing a cost effective benefits package.
21. To handle the issues of external audit, internal audit, Bangladesh Bank Audit, Commercial Audit and other investigations that relate to Accounts, Tax, VAT etc. of the bank,
22. To implement audit & accounts related recommendation made by the Board of Directors Audit committee of the bank; and to carry on other assignment as assigned Bank Management.
23. To exercise executive power of General Manager of Accounts Department and to maintain close liaison with BB, SEC, NBR, MoF, RJSC, external auditors and other authorities, as required.



24. To carry on international best practices regarding accounting and financial activities.
25. To assess the training need of the accounting personnel, take necessary steps for arranging appropriate training program to enhance the accounting capability of the accounts department and to develop and manage the implementation of a financial and organizational capacity building trajectory.
26. To Carry on special assignment and to perform any other duties as instructed by the Higher Management/Board etc.

Educational Requirement:

The candidate must be a Chartered Accountant (CA)/ Cost Management Accountant (CMA)/ Certified Financial Analyst (CFA) or equivalent professional degree or Master Degree in Business Administration (MBA), Bank Management (MBM), Economics, Finance, Accounting or Banking related master's degree from any University. 3rd Division /3rd Class or Equivalent CGPA in any academic examination is not acceptable. He/She must be efficient in Finance, Business & Performance Management.

Experience:

The candidate should have at least 10 years practical experience in bank or financial institution and must have at least 3 years practical experience in Accounting and Taxation in it. Experience as CFO in any commercial bank will consider extra qualification. The candidate must have computer knowledge (M.S Word, Excell, Powerpoint etc.).

Age Limit:

Age maximum 55 years (As on 29-12-2022).

Remuneration:

Negotiable and consistent to other Banks in the same rank.

Tenure:

Three years.

Reporting/Performance Measurement:

The CFO will inform the management and the board overall position of the bank thereof a report on monthly basis and submit report to the CEO & Managing Director on quarterly basis.

Submission of Application:

Complete application must be submitted to the following address by 29-12-2022. The application must have detailed curriculum vitae with a recent photograph, copies of all academic and experience certificate, contact addresses (mail address, e-mail, telephones), an appreciation of the assignment in one page and expected salary with any other relevant information or condition. Only short listed candidates shall be contacted for interview.

Bank reserves the right to accept or reject any application or annul the process without assigning any reason.

(Md. Safayet Hossain Patwary)

General Manager

Sonali Bank Limited

Head Office, Dhaka.

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