

Job Title:	Senior Manager, Financial Control & System Assurance	Reports to:	Head of Finance
Unit:	Finance	Department:	Finance
Grade:	Band 7	Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement

The main purpose of the role is to effectively manage the General Ledgers that form the primary source of financial information for the bank. The two key functions of the role are; 1. **Financial controls** and 2. **Revenue assurance**. Specifically, the role holder is to implement and entrench financial controls, policies, tools, processes and procedures that ensure internal efficiencies, and effective preparation and dissemination of financial information for management decision making and statutory reporting purposes.

The role ensures overall integrity and accuracy of the general ledgers as a basis for the preparation of financial and management reporting. The role ensures that the group's general ledger system is well maintained and all accounts fully reconciled and substantiated at all times. The role is custodian of the general ledger, chart of accounts and is the central repository for all financial and management information of the bank.

The role also ensures high quality of Bank products reporting, accounting, controls and revenue assurance to support business objectives. The role offers the 1st line of defence risk function for the bank. Control functions of reconciliation and product control report into this function.

Key Accountabilities (Duties and Responsibilities)

Perspective	% Weighting (To add up to 100%)	Output
Financial	30%	<ul style="list-style-type: none"> Ensure that proper books of accounts are kept in accordance with the International Financial Reporting Standards and the applicable laws and regulations in Uganda to minimize, deter and detect risks of Fraud, manipulation and revenue losses. Responsible for proper configuration of banking products in Core banking system and other systems in accordance with the International Financial Reporting Standards and regulations. Ensure budget control system features are in place to drive effective cost management and consciousness. Ensure the Banks Products are accounted for properly and assure revenues are being reported and collected accurately.
Internal business processes	40%	<ul style="list-style-type: none"> Custodian of the general ledgers that are the basis of financial reporting and management accounts. The

		<p>current systems the Bank uses are: i) T-24 (R18); ii) SAP; iii) Calypso vii) EDW TB; viii) BPC ledgers</p> <ul style="list-style-type: none"> • Ensure that the Bank's general ledgers are well maintained and all accounts fully reconciled and substantiated at all times. • Monitoring all Balance sheet and Income Statement account movements and ensuring that they reflect the correct balances and all relevant account reconciliations are performed and corrective actions taken timeously • Ensure the Financial Market Products are properly classified, accounting and financial reporting and valuations are done in conformity of relevant accounting policies • Ensuring proper reconciliation of suspense accounts across the Bank. Driving strict adherence to reconciliation SLAs between Bank reconciliation and respective departments. • Ensuring intercompany balances are properly accounted for and reconciled. • The primary lead on all Bank external and internal audits. Involvement in annual external and internal audit process through provisions of accurate information from the General Ledger and Reconciliation. • Ensure adherence to the Bank Risk and Control Framework. • Champion for the department's Risk and Control Self-Assessment (RCSA) process • Custodian of relevant bank policies- IFRS and Accounting policy, Finance and Administration Policy that supports the proper functioning and financial management as well as risk management.
Customer	20%	<ul style="list-style-type: none"> • Define, manage and participate in implementation and upgrade of Bank systems especially impacting General Ledger, Revenue assurance and Reconciliation process. • Application of sound analytical judgment to identify trends, suggesting and implementing improvements to the existing controls, procedures and systems to bolster fraud prevention • Responsible for cross-functional teams partnering in driving business performance and revenue collections. This includes review of process and procedures to ensure Bank is safeguarded from risk of revenue leakages at all times including at launch of new products, new systems and system enhancements. • Advising management on potential impact to capital, income and expenses from pending reconciliation entries / transactions so as to ensure compliance with minimum capital requirements and providing adequate capital for business growth. • Constructively challenge, input and maximise value in key business areas and drive exceptional business performance through business partnering especially on revenue collection process.

		<ul style="list-style-type: none"> MIS - Develop and implement systems for collating and analysing financial and operational data to provide relevant management information and reports to specified stakeholders.
Leadership and People Development	10%	<ul style="list-style-type: none"> Set performance objectives for each member in financial controls in accordance with the Department's overall objectives. Regularly review performance to trigger feedback and prompt actions to ensure objectives for individuals and team are met. Such actions include recognition of outstanding performance, taking corrective measures, which may include coaching, mentoring, and training to develop new skills or attitudes. Carry out performance appraisals to provide overall assessment for a set period of performance in a manner that enhances motivation and performance improvements. Collaboration amongst the staff with other members of the Department, and with other relevant stakeholders in Bank's operating business entities for the purpose of cultivating collective responsibility to achieve business goals.
Total	100%	

Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	1
Indirect Reports	3

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
Internal <ul style="list-style-type: none"> All Departments - for: <ul style="list-style-type: none"> Revenue assurance. General Ledger Management – including opening and closing accounts Reconciliation – ownership of internal GL accounts and substantiation of balances in those accounts Business heads Internal audit Finance Peer Teams <ul style="list-style-type: none"> ✓ Manager - Business Performance ✓ Manager - Financial Reporting 	External <ul style="list-style-type: none"> BOU Inspections teams External Auditors Customers on failed transactions. URA teams Product Controls systems' consultants.

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.

Strategic

- Overall financial control environment of the Bank.
- Group chart of accounts maintenance
- Annual external audit process management

Managerial

- Work assignment, performance assessment, development, and disciplinary actions on direct-report staff.
- Give guidance, decisions and advice on financial accounting and management and operational support for the bank

Operational

- Approval of journals into T-24, SAP and Calypso as might be delegated.

Work cycle and impact: time horizon and nature of impact (Planning)

(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)

Control Functions

- Daily, monthly, annually.

Audit

- Above 1 year

Systems including GL set ups and control environment

- Above 1 year

Ideal Job Specifications

Academic Qualifications:

- University degree in business related studies or equivalent.
- MBA is an added advantage.

Professional Qualifications:

- CPA, ACCA, CIMA or equivalent professional qualification.

Work Experience:

- Eight (8) years' work experience 3 of which at in middle management role.
- A track record of developing & implementing financial control functions
- Experience of leading and delivering significant change and business improvement initiatives, including system changes.
- Practical experience in use of relevant MS Office applications.
- Competence in the use of SAP, Calypso, SAP BPC and T24.
- Experience in the financial services industry or banking sector

Ideal Job competencies

Technical Competencies	
Technical	<ul style="list-style-type: none"> • Knowledge of Banking Operations: Well round knowledge of the Bank's operations and processes and excellent knowledge of Bank policies and procedures • Technology Skills: Knowledge of Audit Techniques, Computerized accounting and financial systems, banking applications and spreadsheets • Project management skills; Rigorous with respect for good governance and procedures, intolerant of poor quality • Compliance and Regulatory Framework: Top notch understanding of the regulatory issues, reporting and operational requirement as provided by BOU, URA, UBA etc.
Leadership	<ul style="list-style-type: none"> • Leadership Skills: Team Building and ability to train, develop and mentor staff; Presents new challenges and opportunities to the team to enable them to demonstrate and achieve their full potential; encourages and inspires team learning • Strong communication skills: well developed oral and report-writing skills; the ability to present ideas and financial processes with conviction • Interpersonal Skills: Ability to lead, build and influence motivated teams • Negotiation Skills: Must be a good negotiator, particularly in changing behaviour and work practices but always Win/Win • Innovative: Creative and adaptive to change. A team player who is supportive of other's ideas and innovations, collaborates in a culture of knowledge-sharing and team learning to strengthen the organisation's work • Reliable: Ability to take responsibility and exercise it well. A flexible and "hands on" approach
Problem Solving	<ul style="list-style-type: none"> • Conceptual and Analytical Skills: Ability to quickly grasp and understand systems and keen to detail • Risk Management: Ability to anticipate and mitigate risk by developing appropriate Risk Management Policies and system set-ups;
Strategic Thinking	<ul style="list-style-type: none"> • Considers the long term implications of current activities and aligns short term objectives with long term strategic goals and formulates clear and practical steps to meet these objectives. Demonstrates a detailed understanding of the bank's strategic direction.
Commercial Awareness	<ul style="list-style-type: none"> • Demonstrates an understanding on how key business issues affect the profitability of NCBA. Recognises the commercial implication of different courses of action and demonstrates an understanding of the market which the bank operates

Behavioural Competencies	
Interpersonal Sensitivity	Shares recognition for accomplishments with other team members, promoting a positive and friendly team climate. Openly shares important information with other team members. Actively encourages and supports contribution from other team members. Demonstrates respect for other people's perspectives and opinions

Behavioural Competencies	
Resilience	Maintains focus on tasks when under pressure until completion. Demonstrates a positive attitude in difficult situations. Responds in a controlled way when facing opposition. Shows determination and drive to overcome obstacles and problems.
Communication	Ability to presents ideas in a clear and concise manner when communicating. Responding to objections raised in a considerate and convincing manner and check to ensure that information has been understood.
Planning and Organising	Able to make the best use of available resources to achieve desired results, especially departmental objectives. The role requires one to keep track of progress on tasks and projects against plans and build contingencies and risk management plans to allow for unexpected events.
Action Oriented	Be able to originate action rather than waiting for others to do so. Able to take action to improve progress without prompting.
Results and Achievement Oriented	strives to achieve results, enjoys measuring others, being measured, and being judged on performance standards and those of others one leads

This JD is signed-off with reference having been made to the organisation's core values and aligned competencies against these values.