

## JOB DESCRIPTION

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| <b>Title</b>      | <b>Head of Financial Planning and Analysis</b>           |
| <b>Reports to</b> | <b>Head of Finance</b>                                   |
| <b>Department</b> | <b>Financial Control</b>                                 |
| <b>Location</b>   | <b>Based at the London Office (hybrid working model)</b> |

### Main purpose of the role

Managing a team of 2 people, you will manage the aspects of the Financial Planning and Analysis Department and make an important contribution to the development of the Finance function in London. You will interact with the Group Finance in Bahrain and KSA, providing information and support when required.

### Duties and Responsibilities

- Managing and developing the Financial Planning and Analysis Function
- Identify and assess the key operational risks arising from function's objectives and to ensure adequate controls are established to mitigate those risks.
- Ensure procedures covering the key processes are clearly documented, kept up to date and communicated effectively to relevant members of staff.
- Manage key person risks by ensuring there are no processes that can only be performed by one person.
- Maintain the various policies relating to Financial Planning and Analysis area to ensure that all departmental procedures are subject to periodic review.
- Make full use of available resources and continually review systems and procedures in order to remain efficient.
- Ensure the successful development and utilisation of IT resources used by the Finance Department.
- Promote and support the continuing professional and career development of all individual members of the Financial Planning and Analysis area.

### Management Reporting including:

- Strategic Reporting – prepare and submit strategic KPIs and balanced scorecard reporting for financial and non-financial measures.
- Group Reporting – prepare and submit monthly, quarterly and annual figures.
- Prepare the CFO's Monthly Finance & Risk report and monthly summary P&L for Management Committee.
- Production of daily reporting, including Treasury P&L and deposit report.
- Reporting to Asset and Liability Committee and UK Board as required.
- Regular analysis of income, costs, balance sheet and KPI's, to provide informative insight to the drivers of performance, year on year and versus budget.

### Forecasting and Budgeting including:

- Prepare quarterly forecast, analysing risks and opportunities to budget and any necessary management actions that may be required to meet targets.
- Co-ordinate the preparation of the annual budget across all business areas of GIB(UK) and input to Group systems within deadlines set by GIB Bahrain.
- Support the preparation of the business plan that outlines the key strategic future of the bank and the necessary metrics required to measure success.

**Stakeholder Management:**

- Lead a strategic business partnering team, that works closely with all areas of the GIB(UK) to support the successful delivery of the strategy.
- Provide excellent customer service, responding to business stakeholder needs and providing strategic and financial advice to support the management of the business.
- Ensure the delivery of timely management information that is relevant and informative to the end user.

**Culture responsibilities**

- Implement target culture, including D&I, in department
- Proactively drive action to help achieve our sustainability objectives
- Maintain understanding of regulatory requirements and best market practices
- Own relevant policies and procedures as per Governance Framework
- Represent the department on committees and working groups, in an open and pro-active way

**Experience, skills and knowledge****Professional qualifications required (if applicable)**

Qualified Accountant (ACA, ACCA or CIMA)  
Graduate preferred but not essential.

**Experience, skills and knowledge required****Experience**

You will have extensive experience in all aspects of financial, management and product control disciplines working within Banking or Asset Management.

You will possess demonstrable people management and leadership skills and have managed a small accounting team

Experience of managing system changes/improvements would be beneficial, together with a track record of implementing change and streamlining processes/procedures

**Skills**

- Excellent technical/analytical accounting skills and knowledge of IFRS.
- Good knowledge of financial instruments (Money Market, Foreign Exchange, Repos, Interest Rate Swaps, Fixed Income and Equities)
- Good knowledge and understanding of the PRA rulebook and guidance.
- Strong Excel knowledge
- Process analysis skills and identification of key risks and controls
- Strong IT skills - capable of leading the Finance Dept in IT projects

**Personal Qualities**

- Excellent verbal and written communication skills
- Enthusiastic personality with a positive “can do” attitude
- Able to consistently meet deadlines
- Effective team relationship management and motivational skills
- Ability to evaluate problems make decisions knowing when to escalate
- Ability to communicate with traders, senior management and colleagues at all levels
- An ability to challenge the status quo in a constructive manner and contribute to new challenges in a multi-cultural business