

Job Description and Responsibilities of CFO

Basic Function:

The Chief Financial Officer is accountable for the financial and risk management operations including development of financial and operational strategy, monitoring of control systems designed to preserve the Corporation's assets and reporting of accurate financial results.

Areas of Operation:

- Asset/Liability management.
- Profitability, cost analysis and cost control.
- Budgeting & forecasting.
- Financial planning.
- Strategic business planning.
- Revenue & capital expenditure management.
- Risk management operation.
- Designing & implementing effective management information system.
- Basel-II/III.
- Tax strategy & operation.
- Financial reporting & control.
- Financial management support for all divisions, departments and branches.
- Internal/external financial reporting.

Financial:

01. To oversee asset liability management and treasury/fund management program for the Corporation.
02. To review the institution's financial conditions, financial position and recommend viable alternatives for cost effective operation.
03. To develop and expand financial strategy of the corporation management in order to develop and strengthen the financial capacity of the corporation.
04. To participate in the strategic planning process, to lead the budgeting and forecasting of the corporation and to build a strong financial discipline and accountability foundation for budgeting and forecasting.
05. To establish a powerful and effective financial system in the corporation and help to prepare all accounts & financial statements of the corporation timely and review periodically.
06. To implement the policy & procedures relating to financial management, accounting and budget planning and to improve the quality of operation.
07. To assist the corporation in the field of financial and management accounting, costing and auditing. Other fields of importance will include developing and implementing computerized financial system and management accounting system.
08. To ensure achievement of revenue targets on interest income and off-balance sheet earnings. Ensure adherence to policies for control of assets and expenses.
09. To plan, direct and coordinate the implementation of effective accounting and financial administration policies, procedures and reports to ensure meticulous compliance of corporation's financial policy for sound financial management and control of the corporation.
10. Tax management – Corporate Tax, Employee Tax and VAT.
11. To prepare, present and interpret financial reports to the management, Board of Directors, shareholders and government authorities and to direct and supervise preparation of all fiscal reporting, such as cost accounting, budgets, regulatory authorities and government reports.

Investment:

01. Viability study of the investment of the corporation.
02. Matching the maturity of the asset and liabilities of the corporation regarding portfolio investment and project financing.
03. Act as the MD's chief financial advisor, managing all financial operations of Second Harvest, including financial planning and forecasting, financial analyses, the handling of investments, cash management and provision of appropriate controls and reports, accounting and payroll.
04. Ensure that the investment portfolio is administered consistent with the Board-approved investment policy and monitor investment policies and conduct periodic reviews of investment and endowment funds.
05. Supervise all aspects of budget planning and presentation, and monitor monthly expenditures against budget projections and forecasts.

Risk Management:

01. Maintain and administer internal control and compliance policy ensuring that all key risks are covered by appropriate rules and that line management has an effective system in place to identify, monitor and measures risks management framework of the corporation and to introduce and implement risk based internal audit system.
02. Understand and mitigate key elements of the company's risk profile.
03. Monitor all open legal issues relating to financial matters.
04. Devise and monitor reliable control systems.
05. Ensure that the company complies with all legal and regulatory requirements.
06. Ensure that record keeping meets the requirements of auditors and government agencies.
07. Report risk issues to the audit committee of the Board of Directors.
08. Maintain relations with external auditors and investigate their findings and recommendations.
09. Design and review risk management – risk identification, quantification and mitigation.
10. To lead the Budget & Risk Management Department and report the risks to the Managing Director.

Others:

01. Develop performance measures that support the company's strategic direction.
02. Participate in key decisions as a member of the executive management team.
03. Maintain in-depth relations with all members of the management team.
04. Manage the accounting, investor relations, legal, tax and fund management departments.
05. Oversee the company's transaction processing systems.
06. Implement operational best practices.
07. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
08. Supervise and negotiate an acquisition with due diligence.
09. Partnering with other domains in the corporation - Human Resources, Information Technology, Business Lines & Risk Management.
10. Review the findings and recommendations made by the internal & external auditors.
11. Meet the requirements of the regulatory authority (Bangladesh Securities and Exchange Commission, Bangladesh Bank and Ministry of Finance) regarding internal control and compliance.
12. Sometimes perform the activities designed by the Board of Directors.