

## Vacancy Announcement

Pubali Bank Limited is a leading largest private commercial bank with 498 online branches, 17 Islamic Banking windows and 125 sub branches with a diverse and motivated workforce is seeking highly qualified and experienced candidates for the following roles to guide the banks to its next phase of innovation and growth.

### 02 (two) DGMs for Audit and Inspection Division.

#### Roles and Responsibilities:

- To ensure that the internal audit function complies with sound internal auditing standard and standards / guidelines issued by regulators.
- To develop an audit plan based on robust risk assessment, including inputs from the Board of Directors, Audit Committee and senior management and ensure that such plan is comprehensive and adequately covers regulatory matters.
- Implement 20 (twenty) principles of the internal audit function in banks proposed by Basel Committee on Banking Supervision.
- The adequacy and integrity of underlying financial data and finance systems and process for complete identifying, capturing and reporting key data such as profit or loss, valuations of financial instruments and M2M revaluation of loss and gain.
- Balance sheet controls including key reconciliation performed and action taken.
- Oversee the reports and findings of the internal audit field teams and propose controls measures to be taken to mitigate lapses, fraud and risk.

### 01 (one) DGM for Risk Management Division.

#### Roles and Responsibilities:

- Establish an integrated risk management framework for all aspects of risks across the Bank.
- Quantification of the Bank's risk appetite through specific risk limits.
- Implement a set of risk metrics and reports, including losses and incidents, key risk exposures and early warning indicators.
- Allocate capital exposures based on risks and optimize the Bank's risk portfolio through business activities and risk transfer strategies.
- Develop the analytical systems and data management capabilities to support the risk management program.
- Development and documentation of Credit Risk Management and ICRR for retail, corporate and SME lending.
- Identification of operational risk, loss event management, control Risk self-assessment, development and monitoring KPIs (Key Risk Indicators).
- Development of market risk policy, risk assessment, determining liquidity and interest rate risk.
- Developing risk monitoring and reporting dashboards.
- Monitor and ensure proper execution of Internal Capital Adequacy Assessment Process (ICAAP) and its deliberation in the Risk Management Committee of the Board.





**01 (one) DGM for Central Accounts Division (CAD).**

**Roles and Responsibilities:**

- Report to CFO and oversee the accounting systems, process and MIS.
- Preparing a framework of performance budgeting of the Bank in consultation with CFO, implement performance budgeting and monitor the progress and achievement.
- Prepare financial reports required by the Board, Management and regulator.
- Implement financial control and triggering system in all spheres of the Bank.
- Handling Cash Flow, financial planning and taxation issues.
- Helping to make financial decision based on BASEL-III, liquidity position and to achieve long term stability of the Bank.

**Requirements and skills (for all Divisions):**

- Proven work experience in the relevant field.
- Hands-on experience with accounting software and statistical packages.
- Familiarity with forecasting methods and data analysis.
- Excellent numeracy skills with an attention to detail.
- Strong analytical skills.
- Knowledge of accounting best practices and regulations.
- Ability to explain budgeting and financial information in plain terms.
- Minimum 12 years of job experience.
- FCA/FCMA/ FCCA/CGMA/CPA/CFA. At least 05 (five) years post qualification experience.
- At least 03 (three) years of service in the rank of AGM / VP or equivalent rank.
- Age not exceeding 50 years as on 31.12.2022. Age may be relaxed for well experienced candidate.
- Positive and pro-active attitude for working within a diverse work environment.

**Compensation: As per pay scale of the bank / negotiable.**

**Apply Instructions:**

Interested candidates, who meet the requirements of the position, are encouraged to apply with their CV, clearly mentioning the role/post applied for in cover letter and recent passport size colour photograph, copies of academic, professional and experience certificates duly attested to the General Manager, Human Resources Division, Pubali Bank Limited, 26 Dilkusha C/A, Dhaka - 1000. The deadline for receiving applications is **31 January 2023**.

**The name of the post applied for should be written clearly on the envelope.**

Only short-listed candidates will be called for the interview.

The Bank reserves the rights to accept/ reject any application(s) without assigning any reason whatsoever.

