

NCBA BANK RWANDA PLC

Job Title:	Senior Manager Financial Planning and Systems Manager	Reports to:	Head of Finance, Strategy and Administration
Unit:	Finance, Strategy and Administration	Department :	Finance
Grade:	7	Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement

The role is responsible for coordinating, analyzing and reporting financial plans and budgets, strategic initiatives and managing the financial systems in the bank.

Key Result Areas

Perspectives unique to the role	% Weighting (to add up to 100%)	Output
Financial planning	40%	<ul style="list-style-type: none"> • Prepare planning and budget assumption in line with the approved strategy. • Analysis of relevant data including competitor analysis, market research information, regulatory reports and internal data analysis to draw a picture of the business environment. • Draft financial plans and strategy management and board papers. • Prepare the expenses report by analysing the key drivers and proposing efficiencies to cost management. • Revenue assurance. • Monitoring and reporting on budgets and strategy initiatives. • Working closely with other business units to review causes of budget variances. • Adhoc budget and strategy reports for management, group head office and other stakeholders.

Internal business processes	30%	<ul style="list-style-type: none"> • Data quality and assurance from the financial systems including – T24 reports, SAP, BOSS reports, IntelliMatch, EDWH. • Review of processes guided by bank policies and procedures leading to automation of finance department activities. • Cost Allocation and Recharges to the business units to arrive at accurate and realistic management reporting models. • Ensure that the source data used in reporting is accurate. • Authoriser in expense flow within the approved limits. • Work in conjunction with IT to implement the organizations systems development life cycle methodology and service-oriented architecture ("SOA").
Customer (Internal)	20%	<ul style="list-style-type: none"> • Provide strategy and planning reports to all the stakeholders in a timely manner. • Provide insights on the market and internal data to aid in decision making. • Assess and cultivate long-term strategic goals for MIS development in conjunction with end users, managers, clients, and other stakeholders. • Coordinate the preparation of the bank's operating business entities annual budgets and financial plans. • Collate and provide accurate information required by various bank's departments, external stakeholders and group head office.
Learning and growth - Mandatory		<ul style="list-style-type: none"> • Maintain own high performance. • Personal growth and also help the other team members to achieve their career growth plans. • Carry out performance appraisals to provide overall assessment for a set period of

		<p>performance in a manner that enhances motivation and performance improvements.</p> <ul style="list-style-type: none"> • Own up-to-date and actioned competency assessments and development plans. • Drive close collaboration amongst the staff with other members of the Department, and with other relevant stakeholders for the purpose of cultivating collective responsibility to achieve business goals.
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Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	<ul style="list-style-type: none"> • None
Indirect Reports	<ul style="list-style-type: none"> • Finance analyst

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
<p>Internal</p> <p>Chief executive officer Group Director regional business Group Director finance Manco Branch network Head office teams</p>	<p>External</p> <p>External Auditors BNR</p>

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make <i>(Indicate if it is Operational, Managerial or Strategic)</i>
<ul style="list-style-type: none"> a) Strategic- Financial plans, budgets and strategy formulation b) Operational – KPIs monitoring and reporting c) Systems automation

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

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

a) Forecasting

- a. 15-day forecast (2 weeks)
- b. Month end forecast (1 month)
- c. Quarterly, Half Year and Full Year forecast (3 months, 6 months, 12 months)

b) Business Plans

- a. Long term Business Plans- 5 years
- b. Annual Business Plans – 1 year

c) Budgetary Control

- a. Daily, Monthly

Ideal Job Specifications**Academic:**

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

Professional:

- CPA, ACCA, CIMA or equivalent professional qualification

Desired work experience:

- Five years' post-qualification (accounting) experience in a medium to large corporate organisation.
- Three years' work experience in middle management role.
- Practical experience in use of relevant MS Office applications.
- Competence in the use of SAP, SQL, and T24.
- Experience in the financial services industry or banking sector would be an added advantage

Ideal Job competencies

Technical Competencies	
Leadership	Uses the bank's performance management tools and skills to optimise own productivity. Able to act as a positive role model by demonstrating desirable behaviours and inspire others to strive for higher levels of performance. Seeks for self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture. Great Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.
Commercial Awareness	Demonstrates an understanding on how key business issues affect the profitability of the bank. Recognises the commercial implication of different courses of action and demonstrates an understanding of the market which the bank operates
Strategic Thinking	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.
Problem Solving.	Seeks to identifies the root causes of problems and explore a range of possible solutions. Makes timely decisions based on reliable sources of information and seeks and obtains the views of others where appropriate to assist in making objective decisions

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
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.

Behavioural Competencies	
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.

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