

	<p>Export-Import Bank of Pakistan (“EXIM Bank”) is set up by the Government of Pakistan, as Pakistan’s official Export Credit Agency, to support inter-alia the growth of exports and to undertake import substitution projects.</p> <p>EXIM Bank is looking for:</p>
<p>Grade: Up to M6</p> <p>Job: Senior Officer – Reporting, MIS & Budget</p> <p>Department: Finance</p> <p>Job Location: Islamabad</p>	<p>Qualification: Minimum Bachelor’s or equivalent in a related field from a leading international university or a local one recognised by the Higher Education Commission (H.E.C.).</p> <p>Experience: Minimum 3 years of relevant work experience with a bank/financial institution.</p> <p>Key Responsibilities:</p> <p>Reporting:</p> <ul style="list-style-type: none"> • Manage Reporting requirements to SBP as per the SBP guidelines and instruction issued from time to time. • Collect information from all departments of the bank related to SBP reporting requirements on Data Acquisition portal. • Create an MIS of the reporting and deadlines for each report to SBP. Also disseminate this MIS to each department and ensure that information pertains to returns made available in a timely manner. • Liaison with ERP consultants to ensure that RCOA returns & other specialised reports and provide guidance to comply with requirements. • Liaison with internal and external auditor to ensure that internal controls are in place to mitigate any weakness in regulatory reporting. • Prepare and update an SOP on SBP regulatory reporting and ensure SOP complies with the latest instruction of the SBP, at all times. • Ensure compliance with the prudential regulations of the SBP related to DFIs. <p>MIS:</p> <ul style="list-style-type: none"> • Support Senior Manager in preparation of CEO Pack and CFO Pack. • Prepare Financial Models and perform stress testing. • Perform capital budgeting analysis and calculate payback periods based on NPV & IRR. • Prepare profitability analysis, region wise, representative office wise and at bank level. • Perform financial insight and analysis to drive the business performance of the organisation.

	<ul style="list-style-type: none"> • Evaluate the financial performance of the organisation and measure returns on investments. <p>Budget:</p> <ul style="list-style-type: none"> • Prepare annual budget of the bank, operating expenditure, and capital expenditure. Ensure that the draft budget is in line with the strategic objectives of the bank. • Liaison with all departments, regional offices, representative office to access the needs of the budget and share standard template for budget preparation. • Design effective budgeting policies and procedures and manage their implementation. • Compare a company’s estimated financial results with the actual ones at the end of each reporting period and analyse the differences. Perform variance analysis. <p>Any other task assigned by the line manager.</p> <p>Core Competence:</p> <ul style="list-style-type: none"> • Understanding of SBP’s regulatory framework. • Understanding of BCO & PR along with Public Sector Code. • Understanding of types of Budgeting methodologies & techniques, international accounting standards, solid numeracy & analytical skills, sound financial modelling skills, good drafting skills and of business plans and relevance in the formulation of annual administrative budget. • Ability to use financial statements to effectively evaluate the financial/strategic performance of an organisation through accurate financial analysis. • Advanced level user of MS Excel. • Good computer literacy and inclination towards automation. • Ability to work independently and create goals and vision for delivery in ambiguous, difficult or new situations. • Excellent team player and able to take up challenges. <p>Communication: Excellent written and verbal communication skills are mandatory.</p>
	<ul style="list-style-type: none"> • If you possess the credentials in seeking, we want to hear from you. Apply through https://njp.gov.pk (preferably) ‘OR’ send us your Curriculum Vitae(C.V.)/Resume accompanied by a compelling cover letter that demonstrates your ability to excel in this role and contributing to our groundbreaking initiative set to launch this July. Share your unique qualities & skills which make you a perfect fit for our pioneering team shaping the future of Pakistan’s economic growth through international trade.

Mailing address: Head H.R., Export-Import Bank of Pakistan, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad.

- Deadline for the applications submission is **25th of September, 2023**.
- EXIM Bank reserves the right to reject any/all application(s) without assigning any reason whatsoever.
- Females and differently-abled persons meeting the mentioned qualifications & experience are encouraged to apply.
- Only candidates shortlisted for interviews will be contacted.