

**Job Title:** Director of Finance/Controller

**Job purpose**

The Director of Finance/Controller is responsible for financial strategy, financial condition and position of the bank that requires personnel with extensive knowledge and experience to strengthen financial discipline in banking operation. He /She will be responsible for successful implementation of financial system as per international standard, Bangladesh Bank guidelines and Bank Company Act. The DOF/Controller will have to work in close consultation with the Managing Director & CEO and report to him. Perform effective risk management and plan the organization's financial strategy. A DOF must be well-versed in all aspects of financial management ranging from simple accounting to broad investment and banking operations. Should be an excellent leader since all relative departments of the organization will be under their supervision. Protect the company's revenues and profits to achieve full financial control and sustainable growth.

The Director of Finance/Controller is accountable for the financial and risk management operations including development of financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

**Areas of Operation:**

- Asset / Liability management.
- Profitability, cost analysis and cost control.
- Budgeting & forecasting.
- Financial planning & engineering.
- Strategic business planning.
- Revenue & capital expenditure management.
- Risk management operation.
- Designing & implementing effective management information system.
- Risk based auditing.
- Tax strategy & operation.
- Financial reporting & control.
- Internal / external financial reporting.

**Duties and responsibilities**

**Financial:**

- 1) To oversee asset liability management and fund management program for the Bank.
- 2) To review the institution's financial conditions, financial position and recommend viable alternatives for cost effective operation.
- 3) To develop and expand financial strategy of the bank management in order to develop and strengthen the financial capacity of the bank.
- 4) To participate in the strategic planning process, to lead the budgeting and forecasting of the bank and to build a strong financial discipline and accountability foundation for budgeting and forecasting.
- 5) To establish a powerful and effective financial system in the bank and help to prepare all accounts & financial statements of the bank timely and review periodically.



- 6) To implement the policy & procedures relating to financial management, accounting and budget planning and to improve the quality of banking operation.
- 7) To assist the bank 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.
- 8) To ensure achievement of revenue targets on interest income and off-balance sheet earnings. Ensure adherence to policies for control of assets and expenses.
- 9) To plan, direct and coordinate the implementation of effective accounting and financial administration policies, procedures and reports to ensure meticulous compliance of bank's financial policy for sound financial management and control of the Bank.
- 10) Tax management – Corporate Tax, Employee Tax.
- 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.

#### Risk Management:

- 1) Maintain and administer internal control and compliance policy ensuring that all key risks are covered by appropriate rules and that line management have an effective system in place to identify, monitor and measures risks management framework of the bank and to introduce and implement risk based internal audit system.
- 2) Understand and mitigate key elements of the company's risk profile.
- 3) Monitor all open legal issues relating to financial matters.
- 4) Devise and monitor reliable control systems.
- 5) Ensure that the company complies with all legal and regulatory requirements.
- 6) Ensure that record keeping meets the requirements of auditors and government agencies.
- 7) Report risk issues to the audit committee of the Board of Directors.
- 8) Maintain relations with external auditors and investigate their findings and recommendations.
- 9) Design and review risk management – risk identification, quantification and mitigation.
- 10) Report the risks to the President and Senior Management.

#### Audit:

- 1) Review the findings and recommendations made by the internal & external auditors.
- 2) Meet the requirements of the regulatory authority regarding internal control, compliance and internal audit; provide suitable directions and leadership to the audit and inspection unit, monitoring unit and compliance unit; ensure compliance to Government Commercial audit.
- 3) Submit report to the Managing Director & CEO, Audit Committee / Board of Directors periodically with assurance that risk-based audit concept is being implemented effectively and bank's asset & liabilities and other factors are free from risks to a great extent.

#### Management:

- 1) **Team Leadership:** Lead and mentor an accounting team, fostering a culture of continuous improvement and professional development.
- 2) **Talent Acquisition and Development:** Recruit, hire, and retain skilled accounting professionals; conduct performance evaluations and create career development plans.



- 3) **Training and Supervision:** Implement comprehensive training programs to ensure staff are proficient in current accounting standards, software, and best practices.
- 4) **Departmental Oversight:** Oversee the day-to-day operations of the accounting department, ensuring accuracy and efficiency in all accounting tasks and financial reporting.
- 5) **Staff Motivation:** Create a motivating work environment to drive team performance, employee engagement, and job satisfaction.
- 6) **Conflict Resolution:** Resolve conflicts and manage employee relations within the accounting department, fostering a collaborative work environment.

**Other:**

- 1) Develop performance measures that support the Bank's strategic direction.
- 2) Participate in key decisions as a member of the executive management team.
- 3) Maintain in-depth relations with all members of the management team.
- 4) Manage the accounting, investor relations, legal, tax and treasury departments.
- 5) Oversee the company's transaction processing systems.
- 6) Implement operational best practices.
- 7) Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
- 8) Supervise and negotiate an acquisition with due diligence.
- 9) Partnering with other domains in the bank - Human Resources, Information Technology, Lending & Deposit.

### **Qualifications**

**Qualifications include:**

- Five to seven years of experience managing the financial department of a company.
- Bachelor's degree in Finance, Accounting, or four-year degree plus equivalent work experience is required.
- A Master's Degree in Business Administration, Accounting, or similar is preferred.
- Excellent written and verbal communication skills.
- Must be able to work independently and operate all types of office equipment.

### **Company Overview**

Labette Bank is a trustworthy locally-owned community bank that serves the people and businesses of Southeast Kansas. Labette Bank was founded in 1915 by a group of businessmen who strongly believed in the people and businesses of our area. Their founding beliefs are still the cornerstone of our banking philosophy today: a local community bank that serves the needs of its neighbors. At Labette Bank, your banker is also your neighbor and your friend. Labette Bank will always offer the highest level of personal service from an experienced staff that you know and trust. Our broad array of banking products has been created to meet the financial needs of you, our customer. [www.labettebank.com](http://www.labettebank.com)

To apply please contact Kyla Shultz at 620-421-2265 or e-mail your resume to [kshultz@labettebank.com](mailto:kshultz@labettebank.com).  
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