

**Position Title:** General Manager  
**Department:** Finance and Treasury  
**Reports to:** Chief Executive Officer

**POSITION SUMMARY:** Directly responsible for managing all finance and accounting activities, and supervises its entire finance staff. Ensures the finance activities will support BDB in pursuing its mission with a minimum of risk and a maximum of efficiency. As a member of the senior management team, shares responsibility for the overall performance and activities of BDB and participates in making decisions on material issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Overall supervision and monitoring of the officials
2. Approval/Recommendation of leave for finance officials
3. Authorize the official movement of the finance officials
4. Timely Performance Evaluation and submission to HRM
5. Review and formulate the policies and plans of the Department.
6. Provides the overall leadership and strategic direction of the Department.
7. Responsible for overall functioning and management of the Department.
8. Delegate proper authority, accountability and proper job responsibilities to the employee of the Department.
9. Assist the Management in reviewing and formulating the overall Bank Policies, Plans and Budget.
10. Formulating the financial policies, guidelines, financial strategy for financial management areas, Accounting and Budgeting within Bank.
11. Preparation of the Budget in coordination with the Branches, Regions, Division and Departments within the timeline and consolidation. Monitoring the budget and maintain budgetary control.
12. Finalize the financial statement for submission to the Management, BOD.
13. Develop and implement overall financial strategy that supports BDB's strategies.
14. Ensure competence and capacity building to the employees under Finance and Treasury.
15. Ensure conduct of Asset Liability Committee (ALCO) meetings to mitigate asset liability risk, set product pricing of both loans and deposits, invest and manage fund of the banks.
16. Ensure compliance of RMA prudential guidelines regulations like CRR and SLR etc.
17. Ensuring release of monthly salary on time every month.
18. Ensure remittance of Salary related statutory deduction like loan, Salary Tax, HC, PF, GIS, SWS on time
19. To ensure remittance of TDS to RRCO on or before 10th of the following months
20. Plan and coordinate Banks annual audit in consultation with internal audit
21. Submission of Pre-audited Annual Accounts closed to the Board & Ministry of Finance (MoF)
22. Submit Audited Annual Accounts to the Board for adoption
23. Submission of final annual audited accounts to MoF

24. Filing of Annual accounts and Payment of Corporate Tax (CIT) to RRCO within deadline
25. Preparation and Compilation of Annual Report
26. Annual Accounts Announcement in the media
27. Maintaining a bridging role between the Management and staff for better communication and coordination
28. Maintaining a proper coordination between Departments/Divisions/Branches/Regions/ External agencies
29. Providing job responsibilities of the new post (s) if any under the Department and submitting it to HRM Division

**OTHER RESPONSIBILITIES:**

1. Serves as a member of the senior management team and provides strategic and operative assistance to the CEO.
2. Promote image of the Bank by speaking, acting responsibly, showing courtesy and positive attitude to others.
3. Contribute to enhancing customer satisfaction
4. Carry out other task as and when instructed by the supervisor
5. Maintain proper documentation.
6. Observe code of conduct by maintaining confidentiality of information and punctuality at all times.
7. Declaration of Conflict of Interest wherever required
8. Diligent use of office resources (Turning off the electrical appliances/equipment, close the water tap when not in use, etc.)
9. Maintaining proper and clean office decorum at all times.

**Employee Management:**

1. Ensure that the employees within the division maintain the highest standards of professional conduct, ethics, integrity, and control in execution of all their daily operations
2. Take overall responsibility for identification of training needs
3. Mentor and coach the subordinates and build a robust succession pipeline