



## BANK OF BARODA, UAE TERRITORY

### INVITES APPLICATIONS FOR THE POST OF **CHIEF FINANCIAL OFFICER (CFO)**

#### A. Eligibility Criteria (as on 01.08.2020)\*

| POST CODE | Post                                 | No. of vacancy | Maximum Age Limit | Educational Qualification                            | Experience   |
|-----------|--------------------------------------|----------------|-------------------|--|--|
| I         | <b>Chief Financial Officer (CFO)</b> | 1              | Max. 45 yrs       | Basic Qualification CA / ICWA from Premier Institute | <p>The Candidate should have minimum - 03 / 05- years experience of working in Bank / Financial Institutions particularly in UAE as a <b>Chief Finance Officer</b>.</p> <p><b>(Submission of Valid Experience Certificate / Proof is mandatory to confirm Employee's tenure)</b></p> <p>The Candidate should have basic knowledge on IFRS and should be able to deal with Statutory Auditors as well as Income-Tax Authorities and VAT Authorities.</p> <p>Candidate must have proven track records &amp; having competencies to handle the audit smoothly of the UAE territory.</p> |

**Note:-** The Candidate should have

- Knowledge in Arabic Language would be an added advantage
- A thorough understanding of the business environment & market potential available in India, UAE & other neighboring geographies.
- A proven track record of performance in the functional area for which applied etc.
- Strong analytical skills
- Candidates should be able to liaise with various Regulatory Authorities.
- His/ her integrity should not have been doubtful during his/her service.
- No punishment/penalty should have been inflicted on him/her during his/her service.
- Conversant with various rules, regulations & regulatory guidelines related to Loans & other business in global markets.
- Sound knowledge of international banking law / practice and products / services will be preferred particularly relating to India & UAE.
- Ready to work in any branch / office of Bank of Baroda in UAE Territory

\*Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications (both academic & professional), post qualification work experience etc. [scanned copy of the documents to be attached in support of their identity and eligibility as indicated in the application form].

**Roles and responsibilities (in brief only):**

**Planning: -**

1. Preparation of annual financial budget & allocation of targets under guidance of higher authorities & providing help to monitor performance of branches. Preparing Adhoc reports as and when desired by the Higher Authorities.
2. Preparation of monthly DO letter to Higher Authorities apprising the progress of territory in all business parameters along with regulatory concern.
3. Preparing data and reports - Power Point Presentation, Review Report, Analysis reports of the Territory is to be prepared and also at the time of visit of Higher Authorities in the territory.
4. Convener of various committees: Collect information from all department and branches. Prepare Power Point Presentation of various different reports in different business parameter. Communicate Agenda of the Committees to all the participants, Prepare minutes of the Committee Meeting.

**Operation & Service: -**

1. Monitoring of VAT accurately collected, manually as well as from system from all the branches. Reconciliation of each charges collected for VAT returns with 47 heads of Profit & Loss. Filing of VAT Returns on monthly basis before scheduled date.
2. Preparing new Policies and Charter for the UAE Territory & Deposit Manuals, Circulars, guidelines, rules & regulation for the territory.
3. Submission of Reports/ Statement and various returns to Corporate Office, Statutory Auditors, Local Regulators, Federal Tax Authorities and CBUAE on regular basis.
4. Monitoring monthly administrative certificate: Sensitive accounts statements Quarterly monitoring statement: Cost of Outsourcing, RBI quarterly report. Monitoring and Confirmation of PL PSR submitted by branches. Parameter relaxation approval in sensitive accounts for branches.

**Accounts: -**

1. Coordinating with external Statutory/ Tax/ CBUAE auditors for successful completion of audit  
Monitoring Accounts, auditing and Tax of all the branches of UAE territory  
Preparing Cost Yield analysis, Annual Performance reports & various regulatory returns as desired by Higher Authorities / CBUAE time to time

**B. Scale of Pay and Emoluments**

| Post Code   | Post                          | Scale of Pay / Negotiable  |
|---|-------------------------------|--|
| I   | Chief Financial Officer (CFO) | Salary will be as per rules and regulations of the Bank & will commensurate with the professional qualification and experience of the selected candidate |
| House Rent Allowance is payable as permissible under Personnel Policy of the Bank |                               |  |

| <b>Other benefits:</b>                             |  |
|--|--|
| Health Insurance Coverage as per DHA specification | Self, Spouse and dependent children (max 2 nos.)   |
| Ex gratia Payment                                  | Subject to the profitability of the bank and performance of an employee, bank may consider ex-gratia payment up to one month's basic salary in a year. |
| Leave Passage                                      | As per Personnel Policy of our Bank for Local Employees of UAE   |



|                              |  |
|------------------------------|--|
| End of Service Benefit (SSI) | As per Personnel Policy of our Bank for Local Employees of UAE |
|------------------------------|--|

**D. Important Date:-**

|                    |                                      |
|--------------------|--------------------------------------|
| Website Link Opens | <b>From 18.11.2020 to 05.12.2020</b> |
|--------------------|--------------------------------------|

**E. Selection Procedure:-**

Only those candidates who are fulfilling the eligibility criteria will be shortlisted by a Committee constituted for the purpose by the Bank. A personal interview of the shortlisted candidates shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving approach, innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc.

**F. Call letters for Interview:-**

Call letters for the purpose of interview will be sent to the shortlisted/ eligible candidates only through email at the email address given by them in the application form. A list of all such candidates along with details such as date, time and venue of the interview will be hosted on the bank's website [www.bankofbarodauae.ae](http://www.bankofbarodauae.ae). Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature.

**G. How to apply:-**

Candidates are required to apply only 'ONLINE' through website [www.bankofbarodauae.ae](http://www.bankofbarodauae.ae). No other means/ mode of application will be accepted. Applicants are first required to go to the Bank's website [www.bankofbarodauae.ae](http://www.bankofbarodauae.ae) and open the link 'Careers - Ongoing Recruitment Exercises'. Thereafter, open the Recruitment Notification entitled Bank of Baroda 'Recruitment of Chief Financial Officer - 2020'.

**H. General Instructions:-**

1. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding deciding the eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this regard.
2. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria / norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of this shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated instantly.
3. All candidates will have to produce duly signed printout of the system generated online application form submitted for the post, along with original as well as self attested photocopies of certificates regarding Qualification, Date of Birth, Passport, Visa details & Emirates ID etc., in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
4. Candidates are required to have a valid personal email ID and Contact No. (the same email ID and Contact Number will be registered with us for all correspondence. It should be kept active during the currency of this recruitment exercise. Bank may send call letters for interview through the registered email ID. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
5. Action against candidates found guilty of misconduct:- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'Online' application.



6. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
7. Candidate will undergo the statutory probation period for -06- months required as per law. If during probation or after, the organization is not satisfied with the performance of the candidate, Bank shall reserve all its rights towards terminating such employment contract after fulfilling the necessary provisions applicable in law.

**Note:**

**Merely satisfying the eligibility criteria / norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the required number of candidates for interview after preliminary screening / short-listing with reference to the candidate's age, qualification, essential requirements, suitability, and experience. The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

**Date: 17<sup>th</sup> November, 2020**

**Bank of Baroda, UAE Operations**