

## **Ministry of Financial Services and Good Governance**

### **Post of Assistant Manager, Financial Services on contract**

#### **Qualifications:**

**A.(I)** A pass at the final examination required for admission to membership at one of the following bodies:

- (i) The Institute of Chartered Accountants of England and Wales
- (ii) The Institute of Chartered Accountants of Scotland
- (ii) The Institute of Chartered Accountants of Ireland
- (iv) The Association of Chartered Certified Accountants
- (v) The Chartered Institute of Management Accountants
- (vi) The Chartered Institute of Public Finance and Accountancy

**OR**

**(II)** A degree in Finance or Economics or Accounting or Business Studies or Law or Insurance or Banking or Actuarial Studies from a recognised institution.

**AND**

A Master's degree in the related field from a recognised institution.

**OR**

**(III)** An equivalent qualification to A (I) and A (II) from a recognised institution acceptable to the Ministry.

**B.** Candidates should-

- (i) reckon at least three years' experience in the financial services sector;
- (ii) have a good understanding of administrative, management and governance issues in banking institutions and other institutions in the financial services sector and have good knowledge of governance concept and principles;
- (iii) proactive, versatile and have the ability to anticipate and respond to changes;
- (iv) possess effective analytical skills, problem-solving and project management skills and possess excellent communication and technical skills

about the financial services industry (global business sector, insurance and leasing),

(v) be able to work under pressure and tight deadlines in a fast-paced environment, independently, or as a team member and be highly responsible, self-motivated and dedicated professional with integrity; and

(vi) be computer literate and have the ability to research, understand, analyse and disseminate information of strategic nature with relevance to the financial services sector.

**Salary:** Rs 38 350 monthly plus salary compensation at approved rates.

**Duties and responsibilities:**

- (a) To conduct corporate governance assessments and reviews, and organisational and management reviews;
- (b) To carry out research, organize seminars and training to improve corporate governance;
- (c) To conduct special inquiries into reported cases of mismanagement in Financial Institutions;
- (d) To supervise, coordinate and monitor the work of Analysts, Financial Services; and to perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Manager, Financial Services in the role ascribed to him.