



## JOB DESCRIPTION & SPECIFICATIONS

**JOB TITLE:** Manager, Bank Strategy & Execution

**DIVISION:**

**DEPARTMENT:** Bank CEO's Office

**REPORTS DIRECTLY TO:** Chief Executive Officer – JMMB Bank (Jamaica) Limited and Group Banking Lead

**SCOPE OF JOB:** The incumbent will be responsible for assisting with the decision-making process by conducting financial analyses and supporting the Team Lead with the development of the Bank's strategy through research gained from both internal and external sources to inform strategic business decisions using analytical models in order to achieve an increased level of productivity and efficiency within the organization.

**IMMEDIATE REPORTEES:** Administrative Assistant –Bank

## **MAIN DUTIES & RESPONSIBILITIES:**

### **Data/Financial Analysis**

1. Develop and execute analytical frameworks to support to Finance budgeting process and projections for strategic presentations based on impact of specific factors (key financial variables, changes to operational frameworks, price competition, addition/removal of product lines).
2. Supports or leads where necessary the development of models, templates, methodologies and processes that optimize statistical efficiency and quality by liaising with the IT department and BIAU.
3. Development of templates to efficiently assess decisions, risk and return and outcome scenarios
  - a. Manages areas of potential risks identified by working closely with the ETLs to implement mitigating strategies
  - b. Highlight major changes or developments to the CEO
4. Identify, analyse and interpret trends or patterns in complex data sets
5. Manages data mining requests, reports and actions required by regulators, as needed.
6. Maintain a high degree of knowledge about regulatory requirements.

### **Review of Markets and Competitors**

1. Monitors and reports on the industry trend, actions and activities at the macroeconomic level.
2. Complete analytical reviews of the financial sector, within regions which JMMB operates and is considering having a presence
  - a. Identify key characteristics of the sector (such as value drivers, growth areas, expected rates of return and asset quality)
  - b. Highlight major changes in sector value drivers, performance across business segments and identify tactical opportunities

### **Create or Review Business Cases and Project proposals**

1. Review potential strategic opportunities and acquisitions with documented analytical frameworks.
2. Provide direct analytical support to the banking business line (and any other business line under direct responsibility of the Group Banking Lead) with respect to preparing and reviewing business cases and creating periodic analytical reports.
3. Provides support to the CEO by liaising with key personnel within the industry and ETLs to prepare compelling proposals to advance and/or advocate the Bank's strategy.
4. Support Group Office of Strategy Management in creating and reviewing new bank related products or initiatives.

### **Strategy Execution**

1. Assists with the monitoring of management's Strategic, Business, Corporate and Operational matters in keeping with agreed timelines, plans and initiatives providing support/follow-up to ensure successful implementation.
2. Support CEO in facilitating banking business line development, standardization and identifying growth opportunities across regions.

### **Regular Reporting**

1. Support CEO in the development of the Bank Strategy
2. Coordinate and collate analytical bi-monthly reports which includes:
  - a. Financial Budget, Performance and Projections, adjusted for constraints on the flow of liquidity
  - b. Capital adequacy and other KPI assessments and sensitivity analysis
  - c. Estimation of key risks to earnings based on market outlook and standard scenarios
3. Support reports by Group Banking Lead/CEO as required

### **Meeting Attendee**

1. ALCO
2. Bank Board
3. Executive Team Leadership

### **EDUCATION, TRAINING & WORK EXPERIENCE REQUIRED:**

- Masters' Degree in Finance or Economics or another quantitative field
- Minimum of 5 years' work experience in Banking
- Strong excel modelling
- Very good understanding of the financial sector instruments, laws, regulations, ethics and professional jargon
- In-depth understanding of macro-economic climate across regional and global markets and the interrelations and structure of the global economy
- Working knowledge of financial sector regulations and guidelines as well as understanding of macro-economic trends and implications for regional financial markets Technical expertise regarding data models, database design development, data mining, and segmentation techniques.
- Strong knowledge of and experience with reporting packages (Business Objects etc.), databases (SQL, etc.), programming (XML, JavaScript, or ETL frameworks).
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS, etc.).
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- CFA or in pursuit of the CFA designation would be an asset

## **REQUIRED SKILLS & SPECIALIZED TRAINING:**

- Thorough knowledge of the applied use of information technology and productivity software; such as Microsoft
- Expert ability to analyse very complex Operations data, policy options and draw logical conclusions
- Sound knowledge of pertinent research and analytical methodology and ability to apply such techniques to the Bank's policy
- Excellent decision making and problem solving skills
- Excellent planning, organizing and analytical skills
- Ability to exercise sound judgment
- Self-directed individual with the ability to chart a course of action towards organizational goal attainment with limited supervision
- Excellent interpersonal skills including the ability to manage internal/external relationships
- Demonstrable flexibility to adjust plans, schedules, priorities, strategies based on environmental conditions and work demands
- Ability to build, work cooperatively and empower a team towards goal attainment
- Integrity and confidentiality
- Articulate communicator with ability to share appropriate information with diverse audiences at meetings and public hearings
- Understanding and using the workings, structure, climate and culture of the organization to achieve results.

## **AUTHORITY:**

1. To gather data from a wide range of local and international sources, in a cost-effective manner
2. Determine appropriate methodologies to use in doing the assigned work
3. To share data with departments internally
4. To liaise with Team Leaders / Dep't. Heads re information necessary to carry out job functions
5. To recommend solutions to problems both within and beyond his/her area of authority
6. To determine the best and most efficient format for a report
7. To independently respond to internal queries using knowledge, creativity, initiative and sound judgement
8. To propose new financial performance reports to the Business for effectiveness and improved decision making
9. To engage Senior Management regarding: revenue forecasting, portfolio changes, to align on strategies to correct breaches in portfolios etc
10. To identify and recommend training programmes which would enhance own on-the-job skills

**LIAISES WITH:** **External** and **Internal** contacts absolutely essential for carrying out the duties of this position. (e.g. *CONTACT* – Bank of Jamaica; *FREQUENCY* - daily/on-going; *REASON* - to confirm repurchases for JMMB; *HOW* – via telephone).

<b>EXTERNALLY</b>	<b>FREQUENCY &amp; HOW</b>	<b>REASON</b>
Statistical Institute of Jamaica (STATIN)	As needed. Via telephone.	Get data or publications for research.
Bank of Jamaica (BOJ)	As needed .Via telephone.	Get data on the financial sector
Subsidiaries	As needed. Via telephone	Get information on products or service performance.
Financial Services Commission	As needed. Via telephone	Get data on market performance
Consultants	As needed. Via telephone	Update on project activities; source background information; validate models presented.

<b>INTERNALLY</b>	<b>FREQUENCY &amp; HOW</b>	<b>REASON</b>
Group CEO/ Country CEO's/Company CEOs. OSM	As needed. Via telephone, in writing, in person.	To get requests and receive direction; To analyse and present findings or new proposals
Marketing Dept./ Sales Team	As needed. Via telephone, in writing, in person.	To provide information that will allow for targeted marketing and sales pitches. Segment relevant data etc
GCSS, Project Teams	As needed. Via telephone, in person	Discuss aspects of project; prepare reports on performance; clarify concepts, make recommendations. Develop business requirements
JMMB Group of Companies	As needed. Via telephone, in writing, in person.	To give and receive market information, deal with hedging strategies, currency outlook, portfolio positioning. To provide reporting templates and analytical support to senior management; To collaborate with other analysts on assignments or to get information about subsidiaries in the JMMB Group.
Information Systems Dept	As needed. In person.	To obtain data that is necessary for analysis; to support in the development of new reports and to participate in the implementation/validation of new information systems.
Team Members – All Levels	As needed	To obtain information and to discuss findings for clarification, as necessary

**WORKING CONDITIONS:**

The positive and negative working conditions associated with this Unit are noted below

<b>PHYSICAL</b>	<b>FREQUENCY</b>	<b>% OF TIME</b>
Normal office environment, however, high level of multi-tasking required to manage multiple obligations for several team leaders. Must be able to 'manage upwards'	Daily	95%

<b>SPECIAL</b>	<b>FREQUENCY</b>	<b>% OF TIME</b>
Travel to build out analytical frameworks/reporting templates in subsidiaries	As needed	10%
Very high stress level – due to competing and/or tight deadlines and the need to work with incomplete data, multiple personalities and behavioural styles as services provided to a wide list of stakeholders	As required	40%
Working outside of normal office hours to execute business analytics-related activities.	As needed	40%