



# Standard Bank

## **OFFRE D'EMPLOI N° 006/SB-RDC/KIN/2024**

**Intitulé du Poste** : Officer, Regulatory Reporting  
**Département** : Finance  
**Lieu d'affectation** : Kinshasa  
**Type de Contrat** : CDI assorti d'une période d'essai de 3 mois

### **I. A PROPOS DE STANDARD BANK**

Standard Bank est le plus grand groupe de services financiers d'Afrique en termes de capitalisation boursière et un acteur innovant sur la scène internationale, qui offre une variété de possibilités de développement de carrière – ainsi que la possibilité de travailler aux côtés de certains des professionnels les plus talentueux et les plus motivés du secteur. Présent dans 38 pays du monde dont 18 en Afrique, c'est depuis 1992 qu'il opère en République Démocratique du Congo à la suite de l'acquisition d'ANZ Grindlays Zaire qui existait dans le pays depuis 1973.

Standard Bank RDC offre une gamme variée de produits et services par le truchement de ses diverses branches à travers la RDC via un réseau des intermédiaires (banques correspondantes). Nos clients vont des entreprises de toutes tailles aux grandes multinationales ainsi qu'aux institutions. Nous sommes passionnés par la création de croissance en Afrique.

Ainsi, afin d'apporter une valeur réelle et significative à nos clients et aux communautés que nous servons et créer un réel sentiment d'utilité, nous avons développé une expertise dans la prestation des services liés aux besoins des entreprises minières, multinationales et autres organisations internationales opérant en République Démocratique du Congo.

Nos équipes allient leur connaissance approfondie sur les conditions et déterminants du marché en RDC à l'expertise du Groupe Standard Bank opérant dans les marchés émergents aux fins de développement des solutions sur mesure répondant aux besoins de la clientèle.

### **II. JOB DESCRIPTION**

#### **JOB INFORMATION**

**Job Family** : Finance & Value Management  
**Sub-function** : Regulatory Reporting  
**Career Type\*** : Functional / Specialist

#### **JOB PURPOSE**

To provide various regulatory reporting services for a dedicated Africa Regions country with specific focus on financial statements preparations and presentation taking into consideration management needs and Congolese Central Bank.

#### **JOB FUNCTIONS**

##### **Essential Functions**

- Prepare and file daily (Net Open Position, Liquidity and Bureau returns), bi-weekly (Statutory Minimum Reserve), monthly (Form 16 Schedules, Cost to Income and Non-Performing to Loans Ratio and Mobile Money report), quarterly (Status of Government Accounts, Zonal reports and Publication of Financials), and annual regulatory returns to be filed to the Central Bank.

### Essential Functions

- Undertake completeness, accuracy and validity of regulatory reporting data quality by independently validating various Regulatory Reporting processes and controls from transaction capture through to final regulator reporting.
- Analyse, investigate and document variances analyses to identify trends and enable decision making.
- Perform computation and analysis of monthly capital position of the Bank.
- Provide dedicated services and support on both internal and external audits as it relates to regulatory reporting. Assist with the external audit, internal audits and regulatory examinations.
- Perform all regulatory reporting services to ensure compliance to all regulatory submission due dates of the Central Bank returns/reports.
- Provide dedicated support and services to internal stakeholders on regulatory related matters both proactively and as requested.
- Liaise with internal auditors on queries related to returns and reports prepared.
- Provide support with special projects on continuous improvements on data collection process and reporting templates, implementation of new regulatory requirements.
- Monitor daily regulatory and internal limits/ratio and report any deviations to the Manager, Financial Controls and Regulatory Reporting.
- Review and update procedure manuals on a regular basis to ensure alignment to Group minimum standards.
- Participate in new system implementation and projects.
- Assess the internal control environment by performing controls and substantive testing to continuously improve controls and regulatory reporting practices.
- Analyse identified issues for their impact on capital and other upstream and downstream processes or systems, as well as escalating these issues to senior leaders.
- Draft recommendations and liaise with country leaders to remediate risks, findings and gaps identified during the validation process.
- Monitor the control framework in place to deliver accurate and timely external and internal reporting information.
- Provide meaningful recommendations, explanations and highlight anomalies by analysing and interrogating information.
- Prepare answers to any request or requisition from the Central Bank.
- Manage all controls emanating from the Central Bank
- Ensure that the Bank complies with all regulations set by the Centrale Bank.
- Assist the Tax Manager in carrying out the bank's tax-related tasks.
- Reassure itself by carrying out monthly reconciliations and tax reviews to ensure that the bank is not exposed to any tax, parafiscal or regulatory risks (BCC).

### III. REQUIREMENTS

#### QUALIFICATIONS

##### Education

Type of Qualification	Field of Study	Required / Preferred	And / Or
First Degree	Business Commerce, Economics or Accounting Science	Required	

##### Work Experience

Experience	Experience Details	Required / Preferred
3-4 years	AML experience, specifically front line and back offices processes, products and systems. Experience in business report writing. Experience in Central Bank of Congo regulatory reporting will be an added advantage.	Required

Total number of years' experience      3 years

## Knowledge, Skills and Abilities

KSAs	Proficiency
Ability to work under pressure to meet tight deadlines	High
Interpersonal skills will be important as communication will be with a wide range of resources within the Bank and Group	High
Good analytical and interpretation skills	High
Good planning and organisation skills	High

### BEHAVIOURAL COMPETENCIES - ESSENTIAL

Articulating Information	Is articulate in giving presentations; is eloquent and explains things well; projects social confidence when articulating information
Checking Details	Is meticulous in finding errors; ensures accuracy by being thorough and checking details; produces high quality work by being detailed.
Upholding Standards	Behaves ethically and justly; is discreet and maintains confidentiality; meets commitments by acting with integrity
Conveying Self-Confidence	Is self-assured and projects inner confidence; is confident and determines own future; values own contributions
Providing Insights	Is focused on continuously improving things; provides insights by identifying key issues; makes intuitive judgements
Developing Expertise	Is open to taking up learning opportunities; is quick in acquiring knowledge and skills; develops expertise by updating specialist knowledge.
Managing Tasks	Manages tasks by being organised and methodical; plans activities systematically; sets priorities for tasks
Impressing People	Is comfortable attracting attention; impresses others by promoting personal achievements; seeks to gain recognition and praise from others
Embracing Change	Copes with change and variety; tolerates uncertainty and ambiguity; adapts to new challenges
Following Procedures	Conforms and adheres to rules; closely follows instructions and procedures; minimises risks by sticking to processes
Exploring Possibilities	Is conceptual when developing ideas; applies theories to problem solving; prefers to learn by thinking and identifying underlying principles
Generating Ideas	Is creative in producing ideas; assumes an original approach when generating ideas; adopts radical solutions

### TECHNICAL COMPETENCIES

Competency Group      Central Bank Regulation and DRC Tax Legislation		
Competency	Level	Competency Description
Banking Process & Procedures	3. Seasoned	Sound knowledge of the Ban's laid down policies and procedures as it relates to the processing of customer transactions.

Competency Group      Finance – Governance – Risk – Compliance		
Competency	Level	Competency Description
Compliance	3. Seasoned	The ability to interpret local regulations and laws that apply to the business and to provide information to business on how to comply.
Risk Awareness	3. Seasoned	General awareness of risk management practices in a financial services organisation.
Risk Identification	3. Seasoned	The examination of the essential elements of risk such as; assets, threats, vulnerabilities, safeguards, consequences and the likelihood of the threats materialising.
Risk Management	3. Seasoned	Demonstrates knowledge and understanding of risk management methodologies, tools, governance structures and regulatory requirements for good management of risk.



Competency Group		Operational Excellence and Automation	
Competency	Level	Competency Description	
Operations Risk Management	3. Seasoned	Ability to manage exceptions, reducing variations, adhere to risk controls, monitor data accuracy & ensure compliance with processes, laws & regulations. Take corrective action, drive transparency, proactive prevention, support & relevant reporting.	

SCOPE			
People Management:			
	# Direct Resources Managed	# Indirect Resources Managed	
Individual contributor	None	None	

Contact with Others	
Contacts are frequently inter-organizational and outside customer/vendor interactions. Part of a team who represents the organization. Monitors activities and communicates information across the organization	
Contacts Description	Receive data as input into regulatory monitoring and report preparation. Provides guidance on processes, tracks and monitors progress towards alert management function.

#### IV. COMMENT POSTULER?

Les personnes intéressées sont priées d'adresser leurs candidatures par e-mail à l'adresse électronique [info@standardbank.cd](mailto:info@standardbank.cd) en reprenant l'intitulé du poste en objet de leur e-mail. Les dossiers comprendront **uniquement** une **lettre de motivation** ainsi qu'un **Curriculum Vitae détaillé à jour en Anglais** renseignant les numéros de téléphone et adresses e-mails d'au moins **trois personnes** de référence.

Seuls les candidats de nationalité congolaise remplissant les critères susmentionnés seront considérés pour la suite du processus. Il sied de préciser que les **candidatures féminines** sont vivement encouragées et que la maîtrise de l'**anglais oral et écrit** sera un élément déterminant dans la sélection des profils.

La date de clôture pour la réception des candidatures est fixée au **vendredi 07 juin 2024 à 17h00'**.

**La Direction des Ressources Humaines**

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