**BARCLAYS STANDARD ROLE PROFILE - EFFECTIVE 31 MAY 2007**

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| Job Title | Head of Finance Control |
| Job Grade | Director/ B7 |
| Business Area  (e.g. Cluster and SBU) | Financial Control |
| Name of Current Job Holder  (if vacant leave blank; if interim say so) | N/A |
| Reports To  (line manager’s job title only) | Head – CIB Finance in BFSS |
| Number of Direct Reports  (the minimum requirement, but direct report job titles can also be listed here) | Envisaged to be 4-5 direct reports. No. of FTE’s 80+ |
| SAP Position ID Number  (If role/position on UK SAP HR system) | NA |
| SAP Organisation Unit Number  (If role/position on UK SAP HR system) | NA |
| Controlled Function AND For Which Company Registered (if role requires FSA Approved Persons registration) | NA |

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| Overall Job Purpose | The Financial Reporting Team (Shared Services) is within the Barclays finance function and is primarily responsible for the control over and preparation of Barclays Group statutory reporting disclosures. It ensures integrity of financial information by implementing consistent and effective controls throughout the department and partners closely with the business areas and central reporting functions to deliver improved shareholder value.  Main responsibilities of the job include:   * Reviewing the disclosures produced by the financial reporting units. * Perform analytical reviews. * Ensuring that reporting is compliant with IFRS and Barclays Group reporting requirements. * Review of quarterly reporting package prior to internal submission for consolidated reporting purposes. * Dealing with ad hoc queries from management, analysts, internal Finance management reviews, and auditors. * Ad hoc projects, such as reporting and process reviews and systems development. * Attendance and presentation at the monthly letter of representation. * Engage with other finance areas eg Financial Planning and Analysis, MIS, Financial Control and Product Control to ensure delivery of the above points. * Supervisory and development responsibility for the team of in excess of 80 employees. |
| Key Accountabilities & approximate time split (%)  (Ideally 4-10 points, or headings with sub-points. Quantify where possible e.g. cost/income budget, no of subordinates, likely no of yrs/mths to complete longest task. Could note key external/internal lateral relationships) | *Key Responsibilities of the Team*   * Reviewing monthly accounts for the entities and business areas within a defined area of responsibility * Reviewing quarterly disclosures for the entities within a defined area of responsibility * Ensuring all statutory accounts are completed and filed prior to defined deadlines. * Managing key internal & external stakeholder relationships (Central Reporting and Control Teams, Internal Audit, Sox Testing, PwC) * Ensure adherence to the key controls framework implemented and operated by the CIB Finance Teams. * Reviewing current processes and controls with the aim of delivering efficiencies, either by leveraging off future IT developments or improved production processes. |

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| Person Specification  (Personal attributes essential to performing role: e.g. skills, competencies, expertise, knowledge, experience. Note: experience not to be time-bound) | Qualifications /Education:  Essential:   * University degree or equivalent * Qualified accountant   Preferred:   * Project Management, MBA , CPA, CMA   Knowledge and Experience:  Essential:   * Experience and Management in a globally recognized organization * Experience of managing a large Financial Reporting Team before at an investment Bank (in excess of 50 employees) * Working with a Global remit and being able to demonstrate strong and successful stakeholder engagement. * Keen analytical skills . * A strong control awareness, including an understanding of the key controls required in an investment bank. * Experience in managing within a global matrix organization   Preferred:   * Experience of group accounting and statutory reporting in an investment bank. * Good working knowledge of IFRS. * Strong Excel skills. * Skills in a group financial reporting system, ideally SAP based. * Direct experience of location strategy   Candidate Profile:   * Strong interpersonal and team-working skills and the ability to communicate at all levels. * The ability to work in a pressured environment and cope with the demands of working to tight deadlines. * Ability to manage multipcle deliverables and realign resources across teams to accommodate delivery pressures |

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| Date of Completion of Role Profile  (month and year) | November 2012 |
| Name of Role Profile Content Creator  (person with this version electronically) |  |

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| Agreed by  Line Manager (for Approved roles only) | Name Signature Date |
| Co-signed by  HR Business Partner (for Approved roles only) | Name Signature Date |

**ROLE PROFILE GUIDANCE NOTES**

**The Requirement for a Role Profile**

Every individual employed by Barclays must have a role profile, which describes clearly the purpose of the job they are employed to do, the key responsibilities of the role, and skills and knowledge required to do the job. All individuals must have a role profile completed on the standard template.

**Background**

On 1st December 2001, the Financial Services Authority (FSA) took responsibility for the regulation of firms undertaking activities covered by the Financial Services and Markets Act 2000. Under the rules issued by the FSA, Barclays, as an authorised firm, is required to ensure, and evidence, that all our people are competent to perform their role.

**Barclay’s employees fall into two separate categories. These categories are defined as follows**:

* Approved Persons (for recruitment purposes this includes all approved persons in Groups 1 - 27, including all people in ‘significant influence’ roles in Groups 1-20).
* Associated Persons (for recruitment purposes this includes all of our other employees).

Barclays is required to verify and attest that all its employees possess the requisite level of experience, qualification, skill and competency to perform their role. In addition, individuals occupying ‘Approved’ on ‘Controlled Function’ roles must be signed off by the FSA, through a registration process that is managed by the Regulated Registrations Team.

The role profile is a critical piece of evidence to meet these requirements.

In addition to a description of the key job purpose, main accountabilities and dimensions of the role, all role profiles must contain clearly articulated requirements for qualifications, experience, skills and competencies that can be measured and tested at interview.

When writing a profile for an ‘Approved’ role, please bear in mind that a higher level of scrutiny of the candidate’s qualifications, experience, skills and competencies is required and that we may be called upon by the FSA to justify our hiring decision. Where the role and therefore the person undertaking the role requires approval by the FSA, this should be clearly recorded at the bottom of page 1. If you are unsure whether the role is Approved or not, please contact your HR Business Partner or your Compliance team for guidance. You can access further guidelines and a list of Controlled Function roles 1-20 by accessing the Compliance intranet at the following link:- <http://compliance.intranet.barclays.co.uk/>

**The Role Profile Format**

It is a requirement that all role profiles are developed using the standard Barclays role profile template.

*This must not be altered.*

**Keeping the Role Profile Up to Date**

It is the responsibility of the jobholder, with the support of their line manager, to ensure that their role profile is kept up to date, and reviewed at least annually.

**Responsibility of Line Managers**

It is the responsibility of the line manager to ensure that all members of staff in their team have an up to date role profile.

**Role Profile in Key HR Processes**

The role profile is a critical element of many HR processes, of which the critical ones are listed below, with the appropriate links:

**Job Evaluation**

The standard role profile template must be completed in order to support the development of any new organisation design and for the completion of job evaluation.

**Managing Change**

The completion of role profiles using the standard template is a mandatory requirement of managing the change process, and will be required therefore whenever changes to structures and potential redundancy situations arise.

**Recruitment**

The completion of a role profile using the standard role profile template is a critical precursor to any recruitment process commencing.

**BARCLAYS ROLE PROFILE – COMPLETION GUIDE**

**Scope:** This role profile format applies to roles at al levels in Barclays

**Job Title:** The title should reflect activities undertaken. If the job/position is on the UK SAP HR system, insert the job title as it appears on SAP (which can be viewed online in the UK at the HR Intranet site using Organisational Structure Charts), having updated the title on SAP as necessary.

**Job Grade:** Insert the grade of the job e.g. B1, B2, B3, B4, B5, B6, B7, Senior Executive (SX) or IT grades. If the job has not been evaluated in terms of a job grade, seek guidance from HR.

**Business Area (e.g. Cluster and SBU):** Start with the business area reporting direct to Group CEO e.g. the Cluster or Central Support Function. Then add any key intermediate departments between the Cluster/Function and role.

**Name of Current Job Holder** (if vacant leave blank; if interim say so): If the role is open, leave this blank. If the role is filled on an interim basis, put the person’s name and add “(Interim)”.

**Reports To** (line manager’s job title only): It is suggested that the manager’s name is excluded.

**Number of Direct Reports** (the minimum requirement, but direct report job titles can also be listed here): Specify the number of hard line (i.e. not dotted line) direct reports excluding any personal/executive assistants. In addition to this minimum requirement, it is strongly recommended that the job titles of these direct reports are listed in the role profile. If they are not listed here, it is strongly recommended that they are captured in a supporting organisation chart, with a copy of the chart electronically pasted into the role profile document after the “agreed by” signature boxes, or saved/filed along side the role profile.

**SAP Position ID Number** (If role/position on the UK SAP HR system): If the role is not on the UK SAP HR system put “not applicable”. If the role is to be added to SAP, source this number from HR as per HR intranet site instructions re recruitment.

**SAP Organisation Unit Number:** Insert the organisation unit number (starting ‘61….’) which applies to the department/function. This can be found from Barclays Organisational Structure Charts.

**Controlled Function AND For Which Company Registered** (if role requires FSA Approved Persons registration): The FSA requires that persons carrying out one or more of a number of "Controlled Functions" must be approved by the FSA before they assume those responsibilities. When a new role is being contemplated, or a change to an existing Approved Persons Role is being considered, guidance should be sought from the relevant Compliance team to assess whether the resulting role should be described as Approved and, if so, under which Controlled Function(s) [the FSA currently specifies 27] and for which legal entity(s) [Barclays Bank PLC etc]. If the role does not require Approved Persons registration, put “not applicable”.

**Overall Job Purpose:** It is extremely useful to have a brief statement of the overall purpose of the job. When drafting a role profile, this can be written at an early stage, but might better be left until the main body of the job description (Key Accountabilities) has been discussed and drafted. This will help the overall summary to be short and meaningful.

**Key Accountabilities and approximate time split:** Ideally 4 to 10 points. Although optional, it is useful to indicate the approximate percentage of time that each key accountability is likely to consume. If extra detail is required by the line manager, sub-points can also be set out beneath 4 to 10 headings. The wording should distinguish between those activities which are to be carried out by the job holder and those which she/he has to “ensure” that others carry out. As Personal Development Plans record objectives relating to a given calendar year, it is best for the role profile to specify any longer term objectives and summarise key shorter term tasks (i.e. those that repeat once, or a number of times, a year). Wherever possible, it is suggested that accountabilities be quantified e.g. a broad indication be given of any cost/income/profit budget, the number of subordinates (not just direct reports), and the likely number of years (or months or weeks etc) set by the line manager for the completion and full review of the role holder’s longest task. This section could also be used to note key external relationships with customers and/or other stakeholders, and key internal horizontal relationships with colleagues (peer roles that the job holder must collaborate with i.e. excluding the role’s line manager and direct reports).

**Person Specification:** Highlight the personal attributes essential to performing the role: e.g. skills, competencies, expertise, knowledge, experience. Try to list no more than 10 to 15 points. Focus on the depth and breadth of knowledge and expertise required, but experience must not be time-bound (i.e. must not be expressed in the form of years).

**Date of Completion of Role Profile** (month and year): Month document typed (not signed).

**Name of Role Profile Content Creator** (person with this version electronically): The person physically typing the content into the template document should insert their name here (even if they are not the role holder or line manger or HR business partner). If the role profile is subsequently revised by someone else (even slightly, other than being signed at the bottom), the content creator’s name should be revised as well (and Date of Completion, if necessary).

**Agreed by Job Holder / Line Manager / HR Business Partner**: Unless the role is vacant, a role profile is drafted ideally by the job holder and finalised by the line manager. HR advice may be sought during this process, if necessary. Once agreed by the line manager, the role profile should be sent to the HRBP for co-signing. The role profile and any supporting organisation chart will need to be kept on file in accordance with local arrangements. If the role is a very senior role (i.e. reports directly to an ExCo Board Member), the role profile and any supporting chart should be sent electronically to the Barclays HR Director’s office, within 1 month of any update to the role profile.

**Evaluation :** The following process should be facilitated through the relevant HR Business Partner:

**B1 – B7 roles:** Evaluation takes place through the Job Evaluation Team in Poole. As long as the role profile is sufficiently detailed, then it is not necessary to complete an Extension for Evaluation purposes in order to obtain confirmation of level.

**SX roles:** These need to go to Reward who will put the roles through a separate evaluation process to confirm that the roles are substantial enough to warrant the SX status.