**BARCLAYS STANDARD ROLE PROFILE**

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| **Role Profile ID** | Head of Controls |
| **Job Title** | Director |
| **Job Grade** | B7 |
| **Job Family – Sub Job Family** | Finance & Accounting – Operations Management |
| **Business Area** | Accounting & Reporting, Reconciliations |
| **Name of Current Job Holder** | NA |
| **Reports To** | Head of Financial Reporting Shared Services, Chennai |
| **Number of Direct Reports** | 1-3 direct reports with overall team size of approx 6 members of staff |
| **SAP Position ID Number** | NA |
| **SAP Organisation Unit Number** | 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.  The Head of Controls function is responsible for the production and syndication of MI Reporting attached to measurement of operational risk metrics for the Chennai Finance operation. This includes regular interface and review with local management, and managing of key internal and external relationships attached to the function. The role would be to head up the Corporate and Investment Banking Finance Controls Team (Shared Services) in India, with responsibility for an estimated 6 employees.  Main responsibilities of the job include:   * Reviewing local / global control metrics as submitted by the financial reporting units and ensuring these are checked and circulated in advance of local / regional / global controls meetings. Present monthly global metrics to management. * Reviewing Account Ownership reporting metrics on a monthly basis and lead process efficiencies and initiatives to ensure improving trend of unsigned and disputed accounts. * Ensuring that all reporting teams are compliant with key Finance standard control reporting requirements. * Review of quarterly FRKR submission and Legal Entity Attestation to Barclays Group Finance. * Dealing with ad-hoc control related queries from FSA, FED, management, BIA, auditors. * Ad-hoc projects related to controls, which could include existing control tools such as account ownership system and legal entity database. * Attendance at the relevant monthly UK/US letter of representation meetings. * Engage with other finance/infrastructure teams to ensure delivery of the above points. * Supervisory and development responsibility for the team of 6 employees. |
| **Key Accountabilities** | **Key Responsibilities of Team**   * Ensuring the successful on-shore implementation and ongoing operation of a combined Global Finance Controls framework. * Reviewing and leading the monthly local / global controls metrics / Finance SMT deck and meeting against control indicators. * Reviewing all related controls related requests and deliverables as they relate to Finance, which will be expected to include RCSA, SOX, incident lessons learnt analysis, audit requests etc. * Ensuring the successful functioning of the global Account Ownership prior to defined deadlines. * Ensuring oversight of all legal entity governance related initiatives, including the quarterly attestation signoff and annual AE attestation. * Managing key internal & external stakeholder relationships (Local Reporting and Global Control Teams, Internal Audit, SOX Testing, PwC, Risk and Governance teams). * Ensure appropriate communication and staff awareness, adherence to key controls policies implemented and operated by the CIB Finance Teams. * Reviewing current processes and controls with the aim of delivering an independent view of operating effectiveness of the current control environment. |
| 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 medium to large Controls or Operational Risk Team in an investment Bank. * 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. * Direct exposure and experience working with internal and external audit, Risk & Governance and Sarbanes Oxley reviews within and investment bank.   Preferred:   * Experience of accounting and statutory reporting in an investment bank. * Good working knowledge of IFRS. * Direct financial reporting line experience * Strong Excel skills. * 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 multiple deliverables and realign resources across the team 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 |