



# Chief, Loan and Treasury Back Office

July 2024



# About New Development Bank

The New Development Bank (NDB) is a multilateral development bank established by Brazil, Russia, India, China and South Africa (BRICS) with the purpose of mobilising resources for infrastructure and sustainable development projects in emerging markets and developing countries (EMDCs).

Working hand in hand with our member countries and stakeholders, we leverage capital for development purposes to accelerate economic growth, as well as to achieve environmental and social sustainability to improve the lives of people in our member countries.

NDB supports infrastructure and sustainable development projects in alignment with the development objectives of our members and their commitments under the SDGs and the Paris Agreement. We prioritise high-impact operations that are climate-smart, disaster-resilient, technology-integrated and socially-inclusive.





# The Role

**Role:** Chief, Loan and Treasury Back Office

**Location:** Shanghai

**Salary:** Competitive

# Job Summary

Reporting to the Director General, Finance, Budget and Accounting, the incumbent will be responsible for leading the processes of loan disbursement management and treasury settlements at the Bank, and implementing processes, guidelines and policies relating to loans disbursements, managing project loan disbursements after approvals, and managing all Treasury back office functions.

# Responsibilities

Specific responsibilities include but not limited to:

- Work in close coordination with the Project Finance team during and after disbursement of loans and oversee the schedule of repayment of disbursed loans.
- Lead and execute the processes for project loan disbursement after project approvals, maintaining a system of controls over accounting transactions.
- Manage the relationship and day-to-day transactions with counterparty banking parties.
- Work in close coordination with the Project Finance team during and after disbursement of loans and oversee the schedule of repayment of disbursed loans.
- Work in close co-ordination with the Treasury team to manage all settlements of treasury deals.
- Manage the internal controls relating to treasury back office and loan related activities.
- Oversight of all treasury back office reporting to Treasury Sub Committee as well as the Finance Committee.
- Manage processing of all loan disbursements and treasury settlements in respective systems of the Bank.
- Analyze the business processes of Finance, Budget and Accounting Division, elaborate recommendations for processes improvements, and develop, maintain and ensure implementation of IT projects in close coordination with the IT Division. Collaborate with IT Division on defining future FBA processes and roadmap.
- Nurture talent and coach the team to ensure continuous learning and development.
- Other duties and responsibilities assigned from time to time.



# Position Requirements

- Minimum of 12 years of relevant professional experience in a multilateral development bank or equivalent or regulated private/public sector financial institution.
- In-depth knowledge of Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) in member countries especially for the financial sector.
- In-depth knowledge of financial service sector, capital planning, budget management, financial accounting principles, financial reporting standards, loan management system, treasury system and their applications within the different member countries.
- Prior experience of implementing technology for effective financial planning is a pre-requisite.
- Knowledge of technology-based accounting systems and applications especially for organizations in the financial sector.
- Strong leadership and managerial skills in managing a diverse workforce.
- Exceptional strategic thinking, leading change, problem-solving, communication and interpersonal skills with high resilience and drive in achieving objectives and goals.
- Relevant experience in a multi-cultural work environment fostering a climate of teamwork and collaboration.
- Master's Degree or equivalent in a relevant professional field from a reputed university or a professionally qualified accountant.





# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-072024-NDB or Pat-Jones-CoverLetter-072024-NDB.

### Timeline

Closing Date:	7th September 2024
First stage interviews:	TBC
Final interviews:	TBC

### Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

### Equality Statement

NDB is an equal employment opportunity employer. NDB is committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees. NDB does not condone any form of discrimination on grounds such as race, gender, disability, sexual orientation, ethnicity, religion and marital or family status.

### Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email [nsutcliffe@oxfordhr.com](mailto:nsutcliffe@oxfordhr.com) in the first instance.

# About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.





## Oxford

46 Woodstock Road  
Oxford  
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

## Amsterdam

Korte Schimmelstraat 12  
1053 SZ  
Amsterdam

The Netherlands

+31 (0) 683 334 473

## Nairobi

Indigo Cowork Space  
Off General Mathenge Road  
Westlands  
Nairobi

Kenya

+254 (0) 715 163 631

## Singapore

6 Battery Road  
#06-16  
049909

Singapore

+65 (0) 9114 1439

## Washington

1250 Connecticut  
Avenue NW  
Suite 700  
Washington, DC  
20036  
United States of America