



VIE in London starting 29/06/2009 for one year

Reporting to: Divisional Financial Officer of CAFI and CORI
and head of FPM

ACFI/FPM

JOB DESCRIPTION	
Current Incumbent:	Adrien Pannetier adrien.pannetier@sgcib.com (Send your CV in English to this address, cover letter not compulsory)
PS HR Employee ID:	
PS HR Position No.:	
FSA CF No.:	
Summary	<ul style="list-style-type: none"> Divisional Financial Officer for the Corporate, Institutional and Advisory Coverage Business (CORI) Line on the London Perimeter
Main responsibilities	<ul style="list-style-type: none"> Preparation of the monthly expense analysis and commentaries distributed to the Business Line and Head Office. Monthly Input of Income into FPM Reporting tool and reconciliation to Branch P&L. Calculation and entry of Cooke Weighted Assets with comparison to Basle II methodology. Production of Annual Budget and communication to the Business Line Reconciliations between the economic and accounting figures Entry and calculation on monthly accruals/prepayments. Entry and control of Activity Based Costing allocation keys. Ad hoc investigations relating to costs and NBI Ad hoc projects to improve operational efficiency. Liaison with CORI Business Line and ACFI Paris. Comments and analysis on Income and Expenses sent to Business Lines Heads
Degree of autonomy Level of authority	<ul style="list-style-type: none"> Medium. Will be expected to work under supervision but find solutions to issues and resolutions to investigations themselves. Will have to find ways to improve the current process
Internal & external contacts	<ul style="list-style-type: none"> Liaison with CORI business line and ACFI (Accounting and Finance) in Paris
Specific context [If applicable]	<ul style="list-style-type: none"> n/a

CANDIDATE PROFILE			
Education	<ul style="list-style-type: none"> • Minimum: Undergraduate OR • 3rd year Business School • Academic Experience in an English speaking country appreciated but not compulsory 		
Past experience	<ul style="list-style-type: none"> • Some knowledge of accounting or management control would be helpful. 		
Languages	<ul style="list-style-type: none"> • Fluent English (Please indicate your English level, mention any English test taken, TOEFL, TOEIC) • French 		
Technical skills	<ul style="list-style-type: none"> • None 		
General Competencies	Competency	Description	Required ?
	00000001	Management Skills	
	00000002	Operational Skills	
	00000003	Regulatory Skills	
	00000004	Communication Skills	x
	00000005	Flexibility – Adaptability	x
	00000006	Ability to make Decisions	x
	00000007	Ability to Work Under Pressure	x
	00000008	Analytical Skills	x
	00000009	Initiative	x
	00000010	Leadership Qualities	
	00000011	Teamwork	x
Personal abilities	<ul style="list-style-type: none"> • Should have good working knowledge of Excel (Intermediate Level; vlookups, pivot tables, some macros) 		
Salary	<ul style="list-style-type: none"> • Ubifrance London VIE salary (http://www.civiweb.com/utills/pagehtml.asp?hcid=4) • +SG London accommodation Allowance (667£) 		