

Financial Control Department Head

Posting Date: 27 October 2025

Location: Istanbul, Türkiye

Contract Type: Fixed-term

Contract Length: 1 year (renewable upon satisfactory performance)

Posting End Date: 17 November 2025

About the Bank

The Economic Cooperation Organization Trade and Development Bank (ETDB), is an international financial institution with headquarters in Istanbul, Türkiye. It was established with the vision of becoming the financial pillar of economic cooperation among all Economic Cooperation Organization (ECO) member states by fostering sustainable development and integration.

About the Job

The Head of Financial Control, reporting to the Vice President of Finance, is responsible for overseeing the Bank's financial operations, including payments, reimbursements, and account monitoring. The role provides strategic direction in financial reporting, sets departmental targets, and ensures adherence to accounting standards and internal policies.

This position also involves managing and developing the Financial Control Department team, ensuring efficient cash flow management with correspondent banks, and fostering close collaboration across the Bank's departments. The role is critical in maintaining budget discipline, supporting management oversight, and safeguarding the integrity of the Bank's financial operations.

Required Qualifications and Skills

The ideal candidate must possess the following qualifications and skills:

- Bachelor's degree in Finance, Business Administration, Accounting, Economics, or a related field. A Master's Degree in these fields is preferred.
- Minimum of 12 years of relevant experience, ideally in a large commercial/investment bank or multilateral development bank.
- Proven experience in managing SWIFT payment operations and ensuring compliance with international messaging standards.
- Advanced proficiency in MS Office particularly Excel (pivot tables, financial formulas, macros) and PowerPoint.
- Excellent command of written and spoken English.
- Key competencies include teamwork, client orientation, success orientation, loyalty, and self-motivation.
- Strong analytical and organizational skills, adaptability, and proven managerial capabilities in leadership, strategic thinking, creativity, and initiative.

Job Description

Key responsibilities of the FC Department Head include:

- Providing financial loans administration and performing disbursements under loan, equity, guarantee and technical assistance operations by verifying compliance with the rules and procedures before disbursing funds.
- Settlement of treasury transactions by verifying compliance with the rules and procedures.
- Performing payments of administrative expenses and salaries, allowances, and benefits, according to the Bank's policies and procedures.
- Calculating and arranging the settlement of the due share capital contributions from member states.
- Daily reconciliation of “nostro” accounts to ensure compliance with the Bank’s records.
- Supporting other departments for presentation of financial reports in a timely and accurate manner.
- Providing input for policies, rules, procedures and appropriate technical details, whenever required.
- Controlling the cash flow of the Bank based on the information received from the different departments of the Bank.
- Following for opening of “nostro” accounts in various currencies held with correspondent banks.
- Reviewing and contributing to the documents related to various stages of the operations cycle.
- Leading, managing, motivating and deploying effectively the staff under his/her supervision in order to achieve the objectives and targets set out in the annual plans.
- Training, coaching, appraising and mentoring department’s staff, and ensuring appropriate selection and management of consulting resources.
- Maintaining a team work culture within the department and keeping the team motivated and committed to meet the Bank's and department's goals and objectives as well as ensuring on-job learning and growth of the team members.
- Evaluating the performance of employees under his/ her responsibility in order to ensure that they work efficient, and trains and motivates employees under his/ her responsibility.

Application

Candidates are expected to send their CVs **in English language** to “HR@etdb.org”.

When submitting your application, please indicate "**Financial Control Department Head**" in the subject line.