

VACANCY



Job Title: MANAGER, BACK OFFICE OPERATIONS
Reporting to: SENIOR MANAGER, HEAD OFFICE OPERATIONS
Department: OPERATIONS

Job Summary:

Responsible for management of the Reconciliations, Clearing & Data functions through provision of effective services in accordance with the Bank's policies, procedures and regulatory guidelines.

Major Duties and Responsibilities	Minimum Education Qualification
<ul style="list-style-type: none">Formulate the back office operations strategy to ensure all the charges related to the department is recovered correctly.Manage the reconciliation of bank GLs and Nostro accounts on a regular basis.Plan, review and monitor adherence to bank control system/procedures in Cheque clearing, EFTs, RTGS and other local transfers in line with bank policies and BOU clearing house rules and regulations.Escalate significant funding discrepancies or missing settlement payments to the Settlement Operations management team for research and resolution.Resolve exception items resulting from processing or rejections by the E-Schemes.Ensure that suspense items do not exceed the established timeline designated for each type of exception.Lead the analysis of the existing reconciliation processes in order to assess the strength of the controls and identify areas for improvement.Performs UAT for various system enhancements, modifications and introductions.Ensure the risks associated with new and changed products, services and business strategy are sufficiently assessed and mitigated.	Minimum Working Experience
	Minimum of 5 years banking experience with at least 2 years in back office operations at a supervisory level.
	Key Required Skills:
	<ul style="list-style-type: none">Excellent knowledge and understanding of banking operationsIn-depth understanding of clearing and local transfersVersatile with current local regulations on International Operations.Good knowledge of local payment systemsGood Oral and written communication skills.Good documentation and process management skills.MS Excel/MS Word/good accounting knowledge & analytical skills.

All interested candidates who meet the criteria indicated above are requested to send their applications, and updated Curriculum Vitae to the following email: recruit@orient-bank.com

Deadline is Thursday 24th December, 2020 at 5:00pm

Note: Only shortlisted candidates will be contacted