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# Example of Bank Operations Job Description

Our company is growing rapidly and is looking to fill the role of bank operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for bank operations

* Drive the initiatives forward, provide leadership, direction and focus for business functions and project resources
* Full loan maintenance
* Oversee daily activities of the Document Operations Team (13 Domestic & 3 Manila FTEs)
* Assuming the Management Oversight of the Critical Internal/External Vendors supporting the Customer Assistance Letter Process
* Preform the roles of operational risk coordinator, Business Continuity Plan (BCP) coordinator, General Ledger Account Ownership (GLAO) reconciler, project manager
* Maintain and enhance existing documentation such as process risk maps, standard operation procedures, organization chart, contact lists, BCP documentation
* Participate in user acceptance test for system enhancements
* Comply with regulatory requirements (such as HKMA, MAS, SFC ) and Audit / Risk Management guidelines pertaining to the department’s operations
* Review change request or project request, conduct data gathering interviews and translate business needs into application and software requirements, delivering a detailed Business Requirement or Functional Specification
* Supporting the vendor, B-Source in processing of all client transactions on loans and deposits and payments – both internal and external

## Qualifications for bank operations

* Extensive knowledge of Private Bank operations, current laws and regulations, drive best practices and ensure compliance with laws, regulations, policies and procedures
* Strong people management skills, with ability to build relationships with all types of stakeholders
* Flexible attitude in dealing with multiple tasks
* Accountability and responsibility for own actions
* Understanding of syndicated bank loans
* University or College degree in Finance/Economics