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# Example of Bank Operations Job Description

Our company is growing rapidly and is hiring for a bank operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bank operations

* Adopting a high quality culture to minimise error, ensuring quality service levels and high standards are delivered
* Assisting when requested in project initiatives within the Operations department
* Performing document management accurately and efficiently making certain that documents are placed in the correct files and records are updated
* Providing support to Front Office (FO) on client on-boarding and static data amendments
* Assisting with regulatory reporting for Foreign Account Tax Compliance Act (FATCA) classified clients
* Maintaining awareness of regulatory changes within the Business and incorporating accordingly in daily activities – Sanctions, Anti-Money Laundering (AML) etc
* Establishing working practices conforming to the company’s procedures
* Producing monthly Management Information Systems reporting for Senior Management
* Providing work direction to a staff of 5+ colleagues
* Working with our management team to improve processes

## Qualifications for bank operations

* 2 or more years of banking sales, service, fulfillment, fraud, process, and experience
* Understanding of syndicated loans
* Minimum of 6 months of experience with related regulations including Reg CC and UCC, Patriot Act, Reg
* Previous experience in a financial services Operations line or risk management function required
* Good knowledge of Excel macros and Access is an advantage
* 2+ Years of Operational Risk and Control related experience