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# Example of CIB-Transaction Processing Supervisor Job Description

Our growing company is searching for experienced candidates for the position of cib-transaction processing supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cib-transaction processing supervisor

* Mailbox maintenance, responding to and resolving client queries via e-mail or telephone in a timely manner and escalation of complex enquiries for further guidance or investigation
* Participate in production linked projects to ensure operational representation as required
* Ability to understand new applications and processes
* Understanding and attesting to the firm wide and Departmental risk, control and compliance policies and completing all mandatory risk and compliance training
* Communicating and coordinating with business partners and stakeholders for information, implementation and/or resolution of various pricing and billing concerns
* Escalation client issues to minimize future problems
* Assist the Team Management in the oversight of the daily activities
* Ensure accurate and timely processing of all instructions on the Transfer Agency Register to the highest individual and team standards and in accordance with the applicable procedures, policies, checklists and fund prospectus
* Escalate with urgency any instructions that are unclear or cannot be processed in a timely manner to the appropriate party for clarification
* Adhere to internal procedures & controls to ensure 4-eyes principle is applied at all times

## Qualifications for cib-transaction processing supervisor

* Strong business knowledge Investment Banking, product knowledge in derivatives, fixed income, and equities
* Working knowledge on reconciling security & NOSTRO positions, TLM breaks
* Knowledge of accountancy, journal entries, general ledger, book keeping
* Skill Set
* Derivative Core Processing Program (DCPP) is the new Derivatives Back Office strategic platform being implemented across CIB LOBs (Lines Of Businesses) to ensure Front-To-Back processing with stronger controls and retire the legacy system called STS
* Excellent working knowledge of Derivatives platforms and Investment Banking applications including TLM (Smart Stream, Euroclear), DTCC, Bloomberg and SWIFT messaging