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# Example of Group Operations Job Description

Our company is growing rapidly and is hiring for a group 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 group operations

* Business partnering to the Group Operations Director and CPO contributing to the strategy and running of their organisation
* Consolidation, reporting, analysis and insight of Group Operations & Purchasing
* Monthly operations packs
* Global Operations board report to Executive Office
* Dashboards/KPI's (and consolidation of both)
* Quarterly Reviews
* Consolidated global budgets for group operations function, strategic plans and latest estimates
* Leading the RCSA exercises for respective areas
* Co-coordinating internal & external audits, including working with the line management to identify & disclose self-identified control gaps
* Co-coordinating BCP strategy and Pass the Book/Transference testing

## Qualifications for group operations

* Excellent and professional approach, communication style and dress code are essential since the team has daily interaction with Bankers, Senior management and industry players (Stock Exchange, Registrars, Depositary Agents, Clearers)
* Ability to learn quickly, think logically and strategically, in many cases to plan many months ahead
* The ability to influence and effectively lead multiple teams across multiple time-zones for successful execution and settlement of each deal
* Strong risk awareness and a solid understanding of Cash Equities operations, trade reporting, transaction reporting and industry regulatory framework
* Strong client service orientation, with a high level of attention to detail
* Strong mature leader, setting the benchmark for high performing individuals within the company