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# Example of Reconciliation Manager Job Description

Our company is growing rapidly and is looking for a reconciliation manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for reconciliation manager

* Develop and maintain relationships with external and internal partners and clients
* Monitor, track and report on performance against service level goals and benchmarks
* Provide subject matter expertise to business-driven initiatives, internal partners, leadership or projects related to operations as necessary
* Management of reconciliation functions for Global Reconciliation in Kuala Lumpur
* Incorporating the best practices across sites/locations
* Reconciliation training materials incorporation in the Custody Academy and specific training pack for new joiners in Global Reconciliation
* Liaise with Risk & Compliance Department to ensure policies and procedures pertaining to Global Reconciliation are appropriately implemented
* Implement the control framework that continuously assesses and mitigates operational risk in operations control
* Ensure procedures are adequate to ensure compliance with applicable regulatory, audit and risk management requirements & policies
* Mitigate financial/reputational risk by ensuring appropriate structure, resources, procedures and controls are developed and maintained in compliance with regulatory requirements or company policies

## Qualifications for reconciliation manager

* Resolve or escalate challenges/issues through the established proper channels
* Test and examine internal processes in order to ensure compliance of business standards
* Deploy team resources as appropriate to meet business goals and objectives
* Access confidential CP information, employee data and line of business financial information
* Establish effective controls and monitor their use to mitigate and remediate risk
* Solid knowledge of standard desktop applications used by CMG