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# Example of Reconciliation Manager Job Description

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

## Responsibilities for reconciliation manager

* Ensure staff training covers jurisdictional specificities of internal clients (London, Lux
* Ensure transitions of clients and activities are planned & coordinated well in advance with transition/project manager concerned, for seamless transitions
* Management and reporting of reconciliation activities for the organization in lines with the stringent standards ensuring maximum asset protection for underlying clients
* Ensure the organizational framework supports the delivery of quality service and operational excellence
* Support and ensure integrated approach with the segment strategy, new product development and relationship management/client service professionals
* Continuously review the business’ operational service model and introduce recommendations and implement controlled enhancements as identified across the Global operating model
* Ensure the matrix details are provided in a timely manner and the narration is valid and provides Management Insight
* Responsible for operational efficiency of operations control
* Contributor for operational risk initiatives and mitigation framework for Reconciliation framework
* Responsible for management of risk and quality related to accurate reconciliation of all items at all times

## Qualifications for reconciliation manager

* Strong planning skills (resource, tactical, input on strategy)
* Advanced Microsoft Excel and database management skills
* Identifying appropriate situations for escalations which include recommendations for resolution
* Maintaining adherence to the Bank’s approved policies and procedures including, but not limited to, daily reporting, transaction authorization limits, periodic audits, internal(audit) and external (regulatory) requirements
* Assist in leading department activities in the Manager’s absence
* Excellent problem solving skills including the ability to deal effectively with the majority of escalations to ensure resolution is obtained to the complete satisfaction of all parties involved, the Customer and the Bank