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# Example of Transaction Services Manager Job Description

Our company is looking to fill the role of transaction services manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for transaction services manager

* Manage portfolio of assigned processing value added services (VAS) in Europe
* Plan regional needs for VAS development in cooperation with business stakeholders
* Conduct market research and competitor analysis, develop documentation, pricing, SLA
* Capture and document product requirements, submit regional PME requests to Global Product
* Align and cooperate with Commercial team, develop strong understanding of customer needs
* Support key regional leads and opportunities, including RFI / RFP response creation
* Drive development of staff, including being a mentor and coach to junior team members
* Plan and maintain regional roadmap including sequencing and timing of capabilities and features regional rollout plan
* Working closely with project based teams, workng closely with Directors and Partners to review and support the analysis of junior team members, writing reports and supporting with overall engagement management
* Provide support in daily supervision of contact center business unit operation, including productivity control, manpower allocation, procedure interpretation, public relations, employee coaching & development, and evaluation

## Qualifications for transaction services manager

* Exposure to sales and marketing with proven client management and relationship building skills
* Sound knowledge of custody and fund administration products
* Providing in-depth analysis of the key commercial and financial aspects of businesses, their strategy, market position and future plans
* University degree in Finance or Business Administration (or a degree supplemented with a finance background), preferably complemented by further qualifications like a CPA or CFA
* Excellent competence of national and international accounting principles, preferably supported by basic knowledge in taxation and basic legal knowledge
* Tenacity, flexibility, high motivation and capacity