



Example of Bank Operations Specialist Job Description

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Our company is searching for experienced candidates for the position of bank operations specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for bank operations specialist

- Coordination of Bank Performance Analysis (BPA) and Cash Forecasting activities
- Support systems development for BPA and Cash Forecasting tasks
- Support onboarding of new markets in relation to the above services
- Representation of Bank Operations Centre in project related events, matters and discussions
- Driving, execution and completion (from mobilisation to BAU implementation) of Projects / initiatives from Bank Operations Centre perspective
- Monitoring and reporting of project status to Senior Leadership
- Support Group's cash and standardisation agenda
- Being involved in decision making in accordance with the delegation of Bank Operations Manager/Junior Manager
- Prepares various reports to be delivered to Wholesale Lockbox customers along with preparing and transmitting various Payment Files to customers via various Electronic Means
- Compile, sort, and verify accuracy of data entered into Wholesale Lockbox Capture system

Qualifications for bank operations specialist

- Minimum 4 years of experience within Treasury

- Ability to understand complex business issues and to translate them into requirements in order to deliver solutions
- Good understanding of effective cash management tools and banking techniques
- Basic understanding of integration points between corporate treasury and other functions of a multi-national company
- Awareness of controls and risk management