



# Example of CIB-Transaction Processing Manager Job Description

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Our company is searching for experienced candidates for the position of cib-transaction processing manager. 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 cib-transaction processing manager

- Manages diverse stakeholders across different regions and functions including Onshore Operations and OSD teams
- Providing innovative solutions to client reporting requirements using existing tools
- Invest in creating subject matter expertise in significantly analytical/complex set of functions
- Strong control mindset and ability to weave through processes and identify risk and remediate as appropriate
- Ensure that s/he is able to become a strong subject matter expert on the compliance function
- Provides a strong path to individuals within the 15+ team and is able to guide/mentor as appropriate
- Is able to contribute towards the evolution of the team and expected growth
- Is or can eventually become an SME in the process and deliver training sessions and act as a strong "go-to" person in the team & with partners
- Is able to navigate significantly complex conversations with stakeholders and provide creative and viable solutions
- Works well with partners- needs to work with several internal and onshore partners and ensure achievement of mutual objectives

## Qualifications for cib-transaction processing manager

- University graduate with minimum of 4 years relevant Transfer Agency experience
- Escalate client concerns sits within the Middle Office Management
- University graduate with minimum of 4 years relevant Transfer Agency experience (some Fund Accounting will be additional advantage)
- University graduate with minimum of 10 years relevant Transfer Agency experience (some Fund Accounting experience will be additional advantage)
- Appropriate subject matter expertise and able to close out complex conversations with onshore partners
- Able to interface with various internal groups like audit, product and senior stakeholders