



# Example of Operations Data Quality Management Job Description

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Our company is growing rapidly and is looking to fill the role of operations data quality management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operations data quality management

- Review of client and custodian documentation to ensure regulatory compliance
- Perform root cause analysis on exceptions and work closely with Securities Division and Operations teams to prevent future exceptions
- Review, implement and revise existing processes and procedures to provide first in class protection to customers
- Interpret the various regulatory rules that impact customer security segregation and ensure the controls established to ensure compliance are effective and up to date
- Managing requests via the Ready To Transact internal and external systems
- Liaising with external & internal clients to maintain the integrity of data , specific in the AML space
- Accelerate Industrialization strategy which helps adapt to the new environment by selecting the right goals, developing the right behaviors and investing in the right tools
- Building connectivity between the Singapore team and the hub offices in Asia Bangalore, London and New York
- Providing further assistance as may be required within the RTx team
- Prepare to gain a comprehensive understanding of how the global regulatory environment affects our clients and how we have developed our technology to effectively meet the requirements dictated by various regulations

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- Dedication and flexibility
  - Experience working in the financial markets and/or with external clients a plus
  - AML/KYC and Regulatory knowledge or at least a strong desire/ability to understand it
  - Previous experience in Operations, Financial Services industry and/or dealing with regulatory change
  - AML/KYC and Regulatory knowledge is a plus (or at least a strong desire to understand it)
  - At least 3 of work experience in a business analysis/project management function supporting both business process and technology implementations