

## Job Description

POSITION DETAILS			
<b>Functional Designation</b>	Lead Operations Manager-CPU	<b>Department</b>	Operations
<b>Sub Department</b>	Central Processing Unit	<b>HR Grade</b>	General Manager
<b>Location</b>	Corporate Office	<b>Reporting Manager</b>	Head Operations Manager-CPU
Job Purpose			
<p>The primary purpose of this role is to lead and manage the central processing unit responsible for Compliance &amp; Regulatory reporting which including Bureau reporting, NeSL Reporting, CKCY &amp; Re-KYC, AML.</p>			
Principal Accountabilities			
<p>1. Compliance and Regulatory Adherence: Ensure that all loan servicing activities comply with regulatory requirements and internal policies, including KYC (Know Your Customer) and AML (Anti-Money Laundering) procedures, knowledge of RBI guidelines with respect to Operations compliance.</p> <p>2. Knowledge of all Operations process from Post sanction to disbursement and post disbursement activities, should have capability to manage the volume within the process Turn Around Time (TAT).</p> <p>2. Team Leadership: Lead and manage a team of regulatory reporting, providing guidance, training, and performance management.</p> <p>3. Process Improvement: Continuously assess and enhance Regulatory management processes to improve efficiency, reduce errors, and minimize risks.</p> <p>4. Technology Utilization: Leverage technology and automation to optimize regulatory reporting, reducing manual intervention.</p> <p>5. Data Management: Maintain accurate records of loan account servicing, track key performance metrics, and generate reports for management and regulatory purposes.</p>			
Desired Profile			
<p>- 1. Educational Background: A bachelor's degree in Business Administration, Finance, or a related field. Additional qualifications in management or operations may be beneficial.</p> <p>2. Experience: Typically, 10-15 years of experience in loan account management, operations management, or a related field within an NBFC or financial institution.</p> <p>3. Regulatory Knowledge: In-depth understanding of financial regulations, compliance &amp; regulatory requirements.</p>			