

Job Description

POSITION DETAILS			
Functional Designation	Bank Operations Specialist	Department	Treasury
Sub Department	Operations	HR Grade	
Location		Reporting Manager	
Job Purpose			
To manage all the operational activities, responsible for ensuring process excellence, smooth & efficient execution of treasury transactions & maintaining accurate records.			
Principal Accountabilities			
<ul style="list-style-type: none"> Managing the processing of treasury transactions, including bank borrowings, money market deals, derivatives, and debt issuance. Verifying trade confirmations, ensuring accurate settlement, and coordinating with counterparties and internal teams. Overseeing the confirmation and settlement processes for treasury transactions, ensuring timely confirmation with banks, brokers, and other parties. Monitoring transaction flows, resolving discrepancies, and coordinating with relevant parties for smooth settlement. Implementing robust reconciliation processes to ensure accurate and timely reconciliation for treasury transactions with external entities, such as banks, custodians, exchanges, or clearinghouses. Ensuring compliance with regulatory guidelines and internal policies related to treasury operations. Staying updated with regulatory changes, implementing necessary controls and procedures, updating treasury process periodically and conducting periodic audits to assess compliance. Collaborating with the risk management team to identify and manage treasury-related risks, such as market risk, liquidity risk, and counterparty risk. Managing and analyzing data, workflows, implementing improvements, process mapping and collaborating with cross-functional teams for seamless treasury functions. Working with IT teams to enhance treasury systems and streamline processes for improved efficiency and accuracy. 			
Desired Profile			
<ul style="list-style-type: none"> - Chartered Accountant / Post Graduate / Masters Degree in business, management, finance, or related field - Extensive experience in team management and collaborative roles involving operational management, especially within the financial services industry and NBFCs. - Profound knowledge of NBFC regulations, compliance, and risk management. - Strong understanding of Treasury Processes and Good in Power-Point Presentation. - Strong strategic thinking, decision-making, and analytical abilities. - Excellent communication and interpersonal skills 			