

Job Description – Head , Banking Operations

Job Details

Job Title	Head , Banking Operations
Business Function/Unit	Banking Operations
Job Location	Head Office, Accra
Reports To	Executive Director, Operations

Job Specifications

Job Purpose	To direct and oversee the company's banking operations function relating to central operations, branch operations, trade services operations, treasury operations and cards/ electronic banking operations.
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Key Job Responsibilities/Duties

- Establish and review key operational risk indicators/key control standards and formulate action plans to minimize the Bank's exposure to fraud and losses.
- Manage the Bank's operational risk exposure by supporting the Business to identify areas of operational risk exposure and by developing and implementing corrective action.
- Design, develop and keep updated the Banks' Operations Manual and ensure compliance to all operational guidelines, processes and procedures.
- Responsible for re-engineering business processes to improve customer service, cost effectiveness and controls.
- Ensure compliance with Regulatory requirements relating to Banking Operations.
- Ensure that effective documentation is in place, in the form of user guides and implement operational improvements to reduce operational costs, tighten controls, improve service quality and customer service.
- Manage the Banking Operations Department (staff and budget).

Job Requirements

Qualification and Experience

- Minimum of a Degree (Banking, Finance or related area)
- Post graduate degree (MBA desirable)
- Project Management Certification
- Minimum of eight (8) years experience in Banking Operations with at least 5 years in a senior role in operations management within a universal Bank.

Knowledge and Technical Competencies

- Ability to develop a Banking Operations Manual and to see to its implementation.
- Demonstrable experience delivering major business process re-engineering projects
- Knowledge of banking procedures and policies
- Ability to translate regulatory requirements into operational plans and actions.
- Detailed understanding of operational risk analysis.
- Knowledge of treasury operations and trade finance.
- Proficient in the use of Microsoft Office Tools.

How to Apply:

Forward a copy of your CV and a covering letter stating the role you are applying for to: newbankroles@aspire-plus.com

Closing Date: 31st August, 2016.

Please note only shortlisted candidates will be contacted for further discussions