

Job Description

Department Name:

Operations

Date:

19/08/2026

Position Title:

Asst. Manager

No of Openings:

1

Position Information for Job Posting:

Permanent OR Contract:

Permanent Role – Fixed Term Contract of 12 Months. Contract renewal based on performance.

Job title: Assistant Manager Operations

Department: Operations Department

Areas of Responsibility:

Assisting department head in monitoring daily activities and task as detailed below:

- Support daily operations of the treasury back office, including deals verification, settlement, and reconciliation.
- Manage onboarding and review of treasury counterparties
- Assist in preparing management reports, including liquidity and regulatory reporting (EMIR, MiFID II, SFTR, REP017).
- SCV handling
- Coordinate with internal teams and external vendors on operational and system matters.
- Contribute to projects, third-party risk management, operational resilience, and process improvement initiatives.
- Act as a key support to the Head of Operations and provide backup coverage as required.
- Review department procedures.
- Assist with the administration of online deposit products, including managing customer queries and providing call-handling support during periods of high demand
- Any other task assigned by Head of Operations including projects.

Requirements:

1. Bachelor's Degree
2. Prior minimum 1year experience in treasury back-office functions and Good knowledge on Microsoft excels is essential.

