

Job title: **Assistant Manager**

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, SFTTR, REP017).
- 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 1 year experience in banking backend operations or treasury back-office functions.
3. Good knowledge on Microsoft Excel.