

<b>Position</b>	<b>Senior Manager - Operational Risk Review</b>
<b>Job Description</b>	<p><b><u>Operational Risk Review - BGSS</u></b></p> <p>The person will need to seek strategic advisory support from the Head of ORR and ensure implementation of best practices for the ORR vertical by:</p> <ul style="list-style-type: none"> <li>• Driving ORR Monitoring initiatives using industry best practices.</li> <li>• Strengthen the applicable Risk Frameworks and review mechanism.</li> <li>• Enhance Reporting dashboards and analytics capabilities</li> <li>• Sharing knowledge with team members and enhancing their skills and review mechanism for Trade and Forex Back Office.</li> </ul> <p>Being an all-encompassing vertical which reviews and monitors the most critical aspect of Risk across the organization, the role holder should recommend and implement solutions that bring about change by mitigating risk and deliver Client Excellence.</p>
<b>Role &amp; Responsibilities</b>	<p><b><u>Roles and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To lead a team of 2-3 audit team members</li> <li>• Defining and Periodic reviews to improve mitigation of risk.</li> <li>• Responsible for Managing the monitoring/auditing, preparing and providing adequate feedback to ensure process compliance</li> <li>• Ensure adherence to quality norms as per agreed specification, also internal policies, procedures, and compliance regulations are being followed</li> <li>• Own and drive the daily update to ensure knowledge level of team pertaining to ‘Risk’, ‘Compliance’ is continuously updated</li> <li>• Identify improvement opportunities, develop and drive appropriate action plans for containment and mitigation of Risk.</li> <li>• Identify and coach internal customers by being part of training programmes as a Subject Matter Expert.</li> <li>• Partner with Operations and streamline / enhance metrics</li> <li>• To identify core issues basis Quality audits / Concurrent Audits / Quarterly Audits.</li> <li>• Identify Process gaps, provide recommendations and drive improvement</li> <li>• Regular feedback to employees and Ops teams to enhance the overall customer experience regarding Operations.</li> <li>• Identify Root causes and share Analysis through reports presentations</li> </ul>
<b>Job specific skills</b>	<p>Applicants should possess the following attributes:</p> <p><b><u>Work Experience</u></b></p> <ul style="list-style-type: none"> <li>• 10 + years’ experience of working in the BFSI domain.</li> <li>• Relevant experience in Branch Audits, Risk Audits, Branch Operations etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Should at least have 4 – 5 years of prior experience in Trade and forex services. Applicants having prior back-office operations experience in the same field would have added advantage.</li> <li>• Strong knowledge of FEMA/FEDAI/RBI/UCP/URC/SWIFT/OFAC guidelines, regulatory Framework, interest charge calculations, reading credit reports, identifying red flags.</li> <li>• Strong analytical, interpersonal, and verbal and written communication skills.</li> <li>• Detail-oriented with strong ability to manage process and time</li> <li>• Creating SOP's/Job cards/workflows/knowledge series for Trade processes.</li> <li>• Create checklist for the review team as per RBI and internal guidelines of Bank and ensure the team follows till end.</li> <li>• Liaise with the seniors seeking correct documentation / process adherence as per guidelines.</li> <li>• Perform complete and in-depth review of trade processes from time to time and advise to implement changes if required.</li> <li>• Ensure that the internal guideline norms are adhered to is in accordance with Bank's guidelines, utilizing circulars or other internal including statutory guidelines.</li> </ul> <p><b><u>Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Understanding of Process / Operations Audits, Risk Frameworks.</li> <li>• The incumbent should have hands on experience and understanding of Products to include the following:</li> <li>• Imports (including Import Finance)</li> <li>• Exports (including Export Finance)</li> <li>• Guarantees/SBLC/Buyer's credit</li> <li>• Inward Remittance (both for Exports and miscellaneous)</li> <li>• Outward Remittance (both for advance and other regulatory remittance)</li> <li>• Domestic Trade</li> <li>• Identifying risks and mitigating the same by making recommendations to senior management regarding process improvements, enhancements etc.</li> </ul> <p><b><u>Behavioral Skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent verbal, written Communication skills</li> <li>• Eye For Detail - Ability to identify potential failure modes</li> <li>• Analytical and Problem solving ability</li> <li>• Good interpersonal skills</li> </ul>
<b>Educational Qualification</b>	Graduation from a recognized educational institution in India / Overseas Professional qualifications in the areas of Risk, Auditing, Quality Management, Six Sigma will be an added advantage.

<b>Minimum Experience</b>	Minimum of 10 Years of experience, of which at least 4 years of hands on experience as an auditor or auditee in a Quality Assurance led domain.
<b>CTC offered</b>	Compensation will not be a limiting factor for the right candidate(s) and will be discussed on case to case basis
<b>Location of posting</b>	GIFT City, Gandhinagar. The candidate(s) may be deputed to work with team(s) with the organization / any subsidiary of the parent organization if and as deemed necessary.
<b>Email to be sent to</b>	<a href="mailto:recruitment@bgss.in">recruitment@bgss.in</a>
<b>Website</b>	<a href="http://www.bgss.in">www.bgss.in</a>
<b>Contact Person</b>	HR - BGSS