

Position	Manager - Operational Risk Review
Job Description	<p><u>Operational Risk Review - BGSS</u></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"> • Driving ORR Monitoring initiatives using industry best practices. • Strengthen the applicable Risk Frameworks and review mechanism. • Enhance Reporting dashboards and analytics capabilities <p>Being an all-encompassing vertical which review 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>
Role & Responsibilities	<p><u>Roles and Responsibilities</u></p> <ul style="list-style-type: none"> • Incumbent should be well versed with advanced excel skills and should have excellent grip over power point presentations and interpretation skills • Defining and Periodic reviews to improve mitigation of risk. • Responsible for Managing the monitoring/auditing, preparing and providing adequate feedback to ensure process compliance • Ensure adherence to quality norms as per agreed specification, also internal policies, procedures, and compliance regulations are being followed • Own and drive the daily update to ensure knowledge level of team pertaining to ‘Risk’, ‘Compliance’ is continuously updated • Identify improvement opportunities, develop and drive appropriate action plans for containment and mitigation of Risk. • Identify and coach internal customers by being part of training program as a Subject Matter Expert. • Partner with Operations and streamline / enhance metrics • To identify core issues basis Quality audits / Concurrent Audits / Quarterly Audits. • Identify Process gaps, provide recommendations and drive improvement • Regular feedback to employees and Ops teams to enhance the overall customer experience regarding Operations. • Identify Root causes and share Analysis through reports presentations
Job specific skills	<p>Applicants should possess the following attributes:</p> <p><u>Work Experience</u></p> <ul style="list-style-type: none"> • 7 years’ experience of working in the BFSI domain. • Relevant experience in Branch Audits, Risk Audits, Branch Operations etc. • Should at least have 4 – 5 years of prior experience in handling Assets products especially Home Loan, Mortgage Loan and Education loan. Applicants having prior back-office operations experience in the same field would have added advantage. • Strong knowledge of credit underwriting and cross verification tools like CPV Verification, Income verification, RBI Caution list, reading credit reports, understanding balance sheets and identifying red flags. • Strong analytical, interpersonal, and verbal and written communication skills. • Detail-oriented with strong ability to manage process and time • Creating SOP’s/Job cards/workflows/knowledge series for Asset processes.

	<ul style="list-style-type: none"> • Create checklist for the review team as per RBI and internal guidelines of Bank and ensure the team follows till end. • Liaise with the seniors seeking correct documentation / process adherence as per guidelines. • Perform complete and in-depth review of processes from time to time and advise to implement changes if required. • Ensure that the internal guideline norms are adhered to is in accordance with Bank 's guidelines, utilizing circulars or other internal including statutory guidelines. • Identifying risks and mitigating the same by making recommendations to senior management regarding process improvements, enhancements etc.
Educational Qualification	Graduation from a recognized educational institution in India / Overseas Professional qualifications in the areas of Risk, Auditing, Quality Management, and Six Sigma will be an added advantage.
Minimum Experience	Minimum of 7 Years of experience, of which at least 2-3 years of hands on experience as an auditor of asset products.
CTC offered	Compensation will not be a limiting factor for the right candidate(s) and will be discussed on case to case basis
Location of posting	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.
Email to be sent to	recruitment@bgss.in
Website	www.bgss.in