

# Bank Operations Manager Job Description

---

- Monitor daily operations to ensure a free flow process, and also supervise the execution of daily tasks
- Develop and enforce sound policies and structures for the growth of the company
- Create a strong workforce by developing competent individuals in the banking operations team
- Oversee the processing of centralized loans and other banking activities to ensure due process, accuracy and accountability are followed
- Create and implement long term business plan to ensure continuity of business operations in the long run
- Ensure client data is protected from the public and secured against fraud by enforcing access rights and verification levels
- Develop financial back up plans to protect business operations in the event of major crises that could result in huge losses
- Collaborate with heads of other units to develop best practices for successful banking operations
- Delegate tasks to members of the operations team.