



JOB DESCRIPTION			
JOB TITLE:	ASSISTANT MANAGER MID-OFFICE	REF NO:	
REPORTS TO: (Job Title)	HEAD MID OFFICE	START DATE:	2012
DEPARTMENT:	MID OFFICE	DIVISION:	UK OPERATIONS

1	JOB ROLE
	Regulatory Reporting, MIS and other mid office functions
2	JOB RESPONSIBILITY
	<ul style="list-style-type: none">• Reporting to FSA within the prescribed deadline via GABRIEL, TRS and FiRE Financial Reporting (FRS).• Monitoring of Daily Liquidity levels and reporting as per FSA guidelines and Bank's policies• Monitoring of Daily/Monthly movements in Balance Sheet and Profit & Loss, analysis of movements and compilation of related reports for the senior management keeping in view the Asset & Liability policy prescriptions and risk profile of the Bank
3	JOB TASKS
4	SKILLS
	<ul style="list-style-type: none">• Ability to be an excellent team player and to meet strict deadlines• Excellent communication• Customer Orientation skills• Understanding of Balance Sheet, Profit & Loss movements and accounting of Treasury functions• Proficient in handling excel spreadsheets (formulas, VLOOKUP)/Access
5	OTHERS