

Position: Manager ADC Operations

Division: Operations

Location: Head Office - Karachi

Required Qualification & Experience:

Graduate (Accounting/Finance/Computer) with 10 Years of relevant experience

Main Duties & Responsibilities

Manager ATM Operations act upon but not limited to the following job description

- Manages team and resources in completing assignments on priorities set by the Line Manager.
- Supervise ATM Settlement, Production, Reconciliation and other related department work ensuring all activities are performed as per outlines procedure.
- Plan, implement and document ATM settlement accounting procedures and methodologies.
- Development of proposals and technical documentation and ensure end to end execution.
- Ensure high quality, cost effective and timely Card production of ATM Cards.
- Development of team's knowledge of ATM Settlement, print production, ATM setup and assurance towards quality expectations.
- Provide branch personnel with feedback as to any reconciliation, servicing or systems issues.
- Responsible for the compliance of Bank's Information Security by making and implementing policies and procedures and provide timely resolution of Audit Observations.
- Preparation and training of users by writing and maintaining user documentation.
- Responsible to manage dispatch of Half Yearly Statement of account of customers through courier.
- Performs as per SBP and bank internal policies and procedures relevant to the ATM Card rules and regulations and ensure that all audit standards are complied with.
- Responsible to generate, compile and submit/email reports as required by SBP and higher management.
- Guideline to branches for ATM Operations with revised cash limits during long weekends/holidays.