

# BUILD YOUR CAREER WITH CARGILLS BANK



## ASSISTANT GENERAL MANAGER (AGM) - OPERATIONS

### KEY RESPONSIBILITIES

- ✓ Ensure overall supervision of banking operations at Branches, Bank Operations units such as Central Processing Unit, Central Clearing Unit, Central Cash Unit etc. and other support units (Logistics, Maintenance etc)
- ✓ Ensure central operational units provide high quality support/ services and meet the expectations of the branches
- ✓ Ensure implementation of all the operational processes/ Operating Instructions etc. in line with the Regulatory requirements & bank's policies and strategies
- ✓ Maintain centralized control on all the circulars, instructions issued to the staff
- ✓ Work in conjunction with other unit heads and senior staff to develop, design, implement and maintain operational systems to deliver the bank's products to its customers in a more efficient and effective manner
- ✓ Implement efficiency enhancement measures whilst managing the cost, such as centralization and simplification of operational processes, automation of work flows etc.
- ✓ Be vigilant of industry best banking operational practices and advise the teams for adoption of changes in processes, technology, and quality standards
- ✓ Actively participate in specified board sub committees, management committees, strategic committees, multi-functional projects etc. to share expert viewpoints on business operations, policy compliance, controls, and audit
- ✓ Be responsible for smooth functioning of the Bank's Business Continuity Plan (BCP)
- ✓ Provide guidance, direction and the required training to the Operations Managers and Branch Operations staff

### EXPERIENCE & QUALIFICATIONS

- ✓ Degree from a recognized University and/or professional qualification(s) in Banking & Finance or equivalent
- ✓ MBA would be a definite advantage
- ✓ Minimum of 12 - 15 years banking experience with at least 2 years in a Senior Management grade with a proven track record of handling bank operations, systems, and administrations.
- ✓ Excellent interpersonal and communication skills and report writing skills
- ✓ Sound analytical/ negotiation and Excellent people management skills

Interested candidates are invited to forward their CVs to [career@cargillsbank.com](mailto:career@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **18<sup>th</sup> October 2023**.

**Head of Human Resources**  
Cargills Bank Limited  
No. 696, Galle Road, Colombo 03.

Log in to: [www.cargillsbank.com](http://www.cargillsbank.com)

 **CargillsBank**  
BANKING ON THE HUMAN SPIRIT