



Standard Chartered

Officer, Trade Operations

About the job

Key Responsibilities

Overall Responsibilities:

- To assist the Line Manager in managing and overseeing the day-to-day Core Operations Team with the aim to achieve:
- Accurate and timely regulatory reporting
- Comply the directives receive from regulator on regular basis
- Operational standards / compliance
- Increased productivity and efficiency
- Good cost control within the Team
- Good quality control on operational / transactional risks
- Drive and monitor initiatives and activities to improve daily operations in view of accuracy, efficiency, and services.
- Work closely with Trade Product Operations and Processing Operations to standardize, simplify, improve, and streamline process to strive for continuous productivity improvement.
- Work closely with Trade Client Operations Team continuous drive Client experiences improvements.
- Work with Trade BRM to proactively manage all compliance and operational risk at unit level; effectively implement all operational, regulatory, and financial controls with daily controls, periodic monitoring, and timely issue handling.

Other Activities

Process, Productivity and Budgetary Management

- Perform daily operations accordingly to the laid down procedure and standard of service and ensure operations complies with applicable:
- Money Laundering Prevention Procedures and report any suspicious activity to the Unit Money Laundering Prevention Officer and Line Manager
- Sanctions policy & procedures

- Group Policies / GDOI
- Legal & Compliance Policies
- Assist Line Manager for collaboration with Technology on futuristic digital opportunities, pre-empt disruptive forces and commercialise innovative use of technologies

Governance & Risk Management

- Support to effectively implement all operational, regulatory, and financial control measures and monitoring plans for compliance and control standard as per the defined Enterprise Risk Management Framework.
- Proactively communicate with the Unit Head and BRM on operational risk issues. Escalate significant events to Unit Head / BRM as appropriate. Support operations Team pre/post audits and assurance reviews.
- Provide support on any regular and ad hoc tasks related to unit operational risk management assigned by Unit Head from time to time.
- Embed the Group's values and code of conduct. Develop a robust culture to ensure adherence with the highest standards of ethics, and compliance with relevant policies, processes, and regulations among employees.

Business Continuity Management

- Assist Line Manager to ensure an adequate Business Continuity Management ("BCM") plan is in place across the business, to facilitate continuity of critical business operations in the event of significant business interruption.

Regulatory & Business Conduct

- Display exemplary conduct and live by the Group's Values and Code of Conduct.
- Take personal responsibility for embedding the highest standards of ethics, including regulatory and business conduct, across Standard Chartered Bank. This includes understanding and ensuring compliance with, in letter and spirit, all applicable laws, regulations, guidelines and the Group Code of Conduct.
- Always work towards achieving the outcomes set out in the Bank's conduct Principles: Fair Outcomes for Clients; Effective Financial Markets; Financial Crime Compliance; The Right Environment.
- Effectively and collaboratively identify, escalate, mitigate, and resolve risk, conduct and compliance matters.
- Monitor the effective communication and implementation of regulatory changes

Qualifications

Background

- Education: University Graduate or above
- Experience: Not required
- Languages: English and/or local language skills as relevant to country requirements

Professional Skills

- Solid knowledge on various types of trade products and good understanding of process flow, regulations and issues faced by Clients.
- Strong analytical, problem solving and operational skills.
- Good People interaction skills and ability to manage by Influence.
- Excellent understanding of service quality principles.
- Good management skill and able to coach the team to achieve agreed target.

Soft Skills

- Excellent written and verbal communication skills Advanced skills on presentation & email writing.
- Sound PC / MS Office skill.
- Strong organizational skills and well-developed business abilities.
- Good interpersonal skills and strong organizational skills.
- Self-motivator, able to manage multiple tasks and work under pressure.

Other Preference

- Passion in identifying and driving new operations improvement opportunities.
- Other than above roles, job holders should follow other job duties and responsibilities assigned by line manager from time to time

Skills And Experience

- Manage Conduct
- Business Facilitation: Leading initiatives to improve Client experience, efficiency, and cost management
- Manage Conduct
- Manage Risk

- Manage Projects
- Business Governance & Support: Projects investment governance, product, and process governance, etc
- Information Systems - Applications & PC Skills

About Standard Chartered

We're an international bank, nimble enough to act, big enough for impact. For more than 170 years, we've worked to make a positive difference for our clients, communities, and each other. We question the status quo, love a challenge and enjoy finding new opportunities to grow and do better than before. If you're looking for a career with purpose and you want to work for a bank making a difference, we want to hear from you. You can count on us to celebrate your unique talents and we can't wait to see the talents you can bring us.

Our purpose, to drive commerce and prosperity through our unique diversity, together with our brand promise, to be here for good are achieved by how we each live our valued behaviours. When you work with us, you'll see how we value difference and advocate inclusion.

Together We

- Do the right thing and are assertive, challenge one another, and live with integrity, while putting the client at the heart of what we do
- Never settle, continuously striving to improve and innovate, keeping things simple and learning from doing well, and not so well
- Are better together, we can be ourselves, be inclusive, see more good in others, and work collectively to build for the long term

What We Offer

In line with our Fair Pay Charter, we offer a competitive salary and benefits to support your mental, physical, financial and social wellbeing.

- Core bank funding for retirement savings, medical and life insurance, with flexible and voluntary benefits available in some locations.
- Time-off including annual leave, parental/maternity (20 weeks), sabbatical (12 months maximum) and volunteering leave (3 days), along with minimum global standards for annual and public holiday, which is combined to 30 days minimum.
- Flexible working options based around home and office locations, with flexible working patterns.

- Proactive wellbeing support through Unmind, a market-leading digital wellbeing platform, development courses for resilience and other human skills, global Employee Assistance Programme, sick leave, mental health first-aiders and all sorts of self-help toolkits
- A continuous learning culture to support your growth, with opportunities to reskill and upskill and access to physical, virtual and digital learning.
- Being part of an inclusive and values driven organisation, one that embraces and celebrates our unique diversity, across our teams, business functions and geographies - everyone feels respected and can realise their full potential.

Apply Link: <https://www.linkedin.com/jobs/view/4366455358>