



Rise. With Confidence.

**Position:** Senior Manager - Operations

**Location:** Mumbai

**Overview:**

We are seeking a highly motivated Senior Manager - Operations Team Lead to join InCred Premier. In this role, you will lead a team to achieve operational excellence, ensure compliance, and implement best practices. You will drive strategic initiatives to enhance efficiency, optimize performance, and collaborate with cross-functional teams. If you are a strategic thinker with strong leadership skills and a passion for operational excellence, we invite you to apply and contribute to our growing, client-focused organization.

**Role and Responsibilities:**

- -Managing a team of 5-10 employees for operations at a pan-India level.
- Leading operations for multiple products, including MF, PMS, AIF, MLD, Unlisted Equity, Insurance, Bonds, etc.
- Updating scheme/scrip masters in the system.
- Creating new product masters.
- Overseeing daily, weekly, and monthly processes—client on-boarding, risk profiling, downloading RTA feeds, updating transactions, reconciliation of transactions and NAV, mutual fund AUM, and portfolio holdings.
- Managing core distribution platform features and ensuring the accuracy of data and reports.
- Resolving customer queries related to wealth operations.
- Handling adhoc customer report requests.
- Managing the month-end customer report process.
- Preparing regulatory reports and submitting them to the compliance team.
- Managing audits for annual financial statements for PMS operations.
- Conducting internal audits for wealth management operations.
- Preparing report requirements for business MIS.
- Reconciling brokerage for MF, PMS, and AIF between agreed rates and actual rates.
- Experience with NSE NMF, ICCL, and DP trade and settlement is an added advantage.
- Designing and executing processes to improve operational efficiencies.
- Driving and establishing a strong performance culture.

## **Requirements**

- Bachelor's degree in Business Administration, Finance, or a related field; an MBA is preferred.
- Minimum of 7-10 years of experience in operations management, ideally within the financial services industry.
- Strong understanding of financial products, processes, and regulatory requirements.
- Proven leadership experience with the ability to motivate and develop a diverse team.
- Excellent analytical and problem-solving skills, with a data-driven mindset.
- Outstanding communication and interpersonal skills, capable of engaging stakeholders at all levels.
- Proficiency in operational management software and Microsoft Office Suite.