

JOB DIMENSIONS	
Job Title: Manager - Assistant Branch Incharge-MB	Job ID:
Function: Operations	Department: Micro Banking
Typical Grade:	Location (if applicable): Micro Banking Branch
Reporting Manager: Divisional Head	Direct Reports: Divisional Head / Branch Head
JOB SUMMARY	
<p>1. The incumbent will be responsible for managing and handling Micro Banking branch operations. He is responsible for achieving over all branch targets and managing human resource requirement at the branch and ensure legal compliance required as per banking norms. He is responsible for collection and recovery management at the branch. Resolution off complaint raised by customer related with the product.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Branch Manager will have to do the Surprise Centre Visit (SCV) every day covering all Centre Meeting every week, and all Centers of all Credit officers within a Quarter. • Branch Manager is responsible for daily closing which includes checking the collections entered in the Cash Book against the due collections, identifying collection of arrears and pre-payments separately, and checking the disbursements in the CASHBOOK against the official list of due disbursements from the Head Office, with any discrepancy being rectified by the BM immediately. • Branch Manager has to ensure proper cash management at the branch by comparing Collection and Disbursement Sheet (CDS) and deposit at the branch. • Ensure proper documentation of all the transaction at the branch • Achieving assets and liability product target as agreed with supervisor from time to time. • Any other responsibility entrusted from time to time based on requirements of the company 	
EDUCATIONAL QUALIFICATIONS & CERTIFICATIONS	
<p>Bachelor Degree in any specialization. Master's Degree will be an added Advantage. Those with MBAs/CAIIB/JAIIB and other banking qualifications will be preferred.&</p>	
SKILLS & COMPETENCIES	
<ul style="list-style-type: none"> • Strong communication skills, leadership skills, result orientation, inter-personal skills, and service orientation • Knowledge of the banking transaction formalities • Knowledge of Database / record management skill. • Good Leadership quality 	

KEY INTERFACES

Internal

- Branch Staff and Head office staff

External

- Clients and District Administrative officials.