

Head of Banking Operations division

Location : Geneva
Start date: Immediate
Activity rate: 100%
Reporting line: CFO, Financial Control, Operations & IT



About BCP

Established in 1963 as a Swiss Bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its Banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates branches in Luxembourg and Dubai. More information can be found at <https://www.bcp.bank/en>



About the role

Lead and supervise the Banking Operations division, which comprises Treasury and Securities Back-Office, Money Transfers and Central Registry units.



Key responsibilities

- Provide strategic leadership to a team of 12 employees
- Lead department-wise transformation initiatives, aligning operational processes with long-term organizational objectives
- Provide expert guidance, advice and support to the team members and oversee the daily activity including cash desk operations, inward and outward payments and cheque collections, settlements of all foreign exchange, money market, fiduciary deposit, repos, derivatives and other treasury products transactions
- Drive the development of organisational policies to enhance trade processes
- Ensure compliance with various international tax obligations and regulatory framework, proactively monitoring standards evolution and adapting practices
- Identify and mitigate operational risks
- Prepare various tax reports to Swiss Tax Authorities (stamp duty, withholding taxes on securities income) and to IRS (Qualified Intermediary), as well as other mandatory reporting of securities transactions
- Participate in the testing of new IT releases and upgrades
- Prepare quarterly Board-level reporting, providing insightful analysis to support executive decision-making.
- Act as primary contact for auditors, ensuring accurate & timely submission of required documentation, implementation of the auditors' recommendations



Your profile

- Proven experience in a similar position in a bank's operations or back-office department is essential
- Deep understanding of banking operations and regulatory framework
- Good knowledge of account opening documents is an asset
- Excellent communication, interpersonal and stakeholder management skills
- Open-minded, agile and problem solving
- Fluency in English; French
- Outstanding collaboration across all levels
- Swiss Residence mandatory



What we offer

- A dynamic and multicultural work environment
- An inclusive culture where empowerment and creativity are encouraged
- A competitive compensation packages
- Work from home (one day per week)

Application process

Please submit your complete application file via [JobUp](#) or [LinkedIn](#), including your **cover letter, resume, work certificates, and diplomas**.

Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

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