



Bandhan Bank

<https://targetjob.govhelp.in/job/bandhan-bank-careers-fast-job-search-for-back-office-consultant/>

## Bandhan Bank Careers – Fast Job – Job Search For Back Office Consultant

**Hiring organization**  
Bandhan Bank

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

March 23, 2024

### Valid through

31.12.2024

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### Base Salary

USD 15 - USD 24

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## Bandhan Bank Recruitment 2024

### About Bandhan Bank

Bandhan Bank is a leading private sector bank in India, recognized for its unwavering commitment to financial inclusion. Founded in 2001, we've grown from a microfinance organization to a full-service bank, empowering millions of unbanked and underbanked individuals across the country. We are driven by a mission to provide inclusive banking solutions, deliver exceptional customer service, and contribute to building a stronger, more financially empowered India.

### Why Join Us as a Back Office Consultant (Remote)?

In this remote Back Office Consultant role, you'll play a pivotal role in ensuring the smooth functioning of our critical banking operations. You'll leverage your strong analytical and problem-solving skills to maintain accurate financial records, process transactions efficiently, and contribute to a dynamic and collaborative back-office team. This is an excellent opportunity for both recent graduates and experienced professionals seeking a rewarding career in the banking sector, with the flexibility of working from anywhere in India.

**Position:** Back Office Consultant (Remote)

**Company:** Bandhan Bank

**Location:** Remote (All India)

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### **Job Summary**

As a Back Office Consultant, you'll be responsible for a wide range of tasks that support the bank's daily operations. Your core responsibilities will include:

- Processing various banking transactions with accuracy and efficiency, ensuring adherence to internal controls and regulatory guidelines.
- Maintaining accurate and up-to-date financial records, including accounts payable and receivable.
- Reconciling accounts and investigating discrepancies to ensure data integrity.
- Generating reports and providing financial data to support internal stakeholders.
- Assisting with customer inquiries related to back-office operations.
- Staying updated on relevant banking regulations and procedures.
- Contributing to process improvement initiatives for enhanced efficiency.

### **Key Responsibilities**

- Process various banking transactions such as account opening, loan processing, and account closures.
- Ensure accurate data entry and verification for all transactions.
- Maintain detailed records of financial transactions and reconcile accounts on a regular basis.
- Analyze financial data and generate reports to support internal decision-making.
- Identify and resolve discrepancies in a timely and efficient manner.
- Adhere to all bank policies, procedures, and internal controls.
- Maintain a high level of confidentiality and data security.
- Provide prompt and accurate responses to customer inquiries related to back-office operations.
- Collaborate effectively with team members in the back office and other departments.

### **Required Skills and Qualifications**

- Bachelor's degree in Commerce, Finance, Accounting, or a related field (or pursuing final year).
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Strong understanding of basic banking concepts is desirable.

### **Experience**

This role is open to both fresh graduates and experienced professionals with 0-2 years of experience in a related field, such as banking operations, accounting, or finance.

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### **Why Join Bandhan Bank**

At Bandhan Bank, we offer a dynamic and rewarding work environment that fosters continuous learning and professional development. Here's what sets us apart:

- **Meaningful Work:** Contribute to a mission-driven organization that empowers financial inclusion for millions.
- **Growth Opportunities:** Build a fulfilling career with ample opportunities for learning and development.
- **Remote Work Flexibility:** Enjoy the flexibility of working from anywhere in India while maintaining a healthy work-life balance.
- **Competitive Benefits:** Receive a comprehensive benefits package that includes health insurance, paid time off, and retirement savings plans.
- **Collaborative Culture:** Work within a supportive and collaborative team environment that values innovation and teamwork.

### **Application Process**

To apply for this exciting opportunity, please submit your resume and cover letter online through our careers portal on the Bandhan Bank website <https://bandhanbank.com/careers>.

### **Motivate to Join**

Are you passionate about the banking sector and eager to contribute to a purpose-driven organization? Do you thrive in a fast-paced environment and possess a strong work ethic? If so, we encourage you to apply! Join our team and be part of the journey to empower financial inclusion across India.

### **General Overview**

As a Back Office Consultant at Bandhan Bank, you'll play a vital role in ensuring the accuracy and efficiency of our core banking operations. This remote position offers the unique opportunity to contribute to a leading financial institution while enjoying the flexibility of working from the comfort of your own space. We are looking for a talented and motivated individual who is eager to learn, grow, and contribute to our mission of building a financially inclusive India.

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**Important Links**

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