

**JOB WATCH**  
**BRANCH MANAGER**  
**LOCATION: KUMASI**

**Databank** is the leading investment Firm in Ghana. Our mission is to help Ghanaians achieve financial independence by providing financial literacy and offering a diverse range of investment products and services. This leadership role has been driven by proven investment expertise and a strong sales and marketing team. Databank offers investors a range of products and services that include wealth management, institutional funds management, Pension funds management, brokerage services, corporate finance and research services.

As part of our strategy to reach every Ghanaian household with a Databank Investment Product, Databank is looking for a dynamic Branch Manager who will be responsible for driving the Company's business in the Ashanti and Northern Zone.

Interested applicants should please send an application letter and CV to [careers@databankgroup.com](mailto:careers@databankgroup.com) by close of business on **Tuesday May 23, 2017** with the subject "Branch Manager". **Only short-listed candidates will be contacted.**

**Job Purpose & Summary:**

As the successful candidate you will have the opportunity to:

- Generate sales and develop new business within a defined territory.
- Lead by establishing long-lasting relationships, servicing existing clients and prospecting for new ones.
- Use your in-depth knowledge of our products and our brand, along with your relationship building skills to increase sales and retain assets.

**Summary of Duties and Responsibilities:**

- Branch Sales strategy and overall management of the Branch and Zone.
- Sale of Databank products and services, Mutual Funds, Treasury Bills, shares, Private Wealth Services and Pension funds services to clients across the region.
- Generation of new business via sales promotions, out-bound telemarketing calls, presentations/seminars and in-branch contacts.
- Supervision of staff in the branch to ensure achievement of Branch goals and targets.
- Design and implementation of a Gold Standard Customer Service Strategy in the branch.
- Enforcement of compliance rules and regulations (KYC, Anti-Money Laundering procedures).
- Cash/Security Custodial responsibility.
- Management of operational efficiency and cost controls.
- Any other duties that may be assigned by Management.

**Job Specification**

- Minimum of a Bachelor's Degree in Business Administration, Economics or Finance.
- A Master's Degree in Business Administration (MBA) will be an advantage
- Completion of the Ghana Stock Exchange Securities Course.
- Membership of a professional body will be an advantage.
- Minimum 3-5 years' experience in a leadership role in Sales/Marketing preferably in the financial services sector.

**Skills/Competencies**

- Ability to think creatively and analytically
- Proven leadership skills
- Pro-active, self-starter with the ability to use their initiative in maximizing sales
- High marketing/selling proficiency
- Excellent knowledge of MS Office (i.e., Excel, Word & Power Point)
- Individual contributor who excels in a team environment
- Strong relationship building and relationship management skills
- Excellent interpersonal/communication skills
- Detail-oriented with strong time-management skills
- Strong public speaking and presentation skills
- Ability to keep up-to-date on past, current and future trends in the financial services industry

**Salary**

Salary and allowances are in line with Firm's salary policy.

Only shortlisted applicants will be contacted.