

**Job Title** : Branch Head

**Job Role** : The Branch Head would be responsible for business development, operations management, quality appraisal, recovery, training, staff management and collection for his branch. In addition to this, he will also be responsible for providing compliance towards audit observations in his branch.

**Responsibilities** :

- Branch Management
- Conduct Pre disbursement
- Follow up for demand, collection and remittance
- Surprise visit to CGT and GRT
- Surprise post disbursement visit of each CSO's clients
- Ensuring timely disbursement, Passing of collection / remittance entries in the CMS
- In case of non-remittance of cash, safe custody (Joint custody with Asst. Branch manager)
- Safe custody and arrangement of all the loan documents safely
- Maintenance of branch records, registers and statutory compliance
- Administrative Head of the Branch
- Reporting to Cluster Manager on a daily basis about the status of business