Job Responsibilities

Mainly perform settlement related operations, assist in operations related, Credit Admin, trade finance and other duties of the department when necessary.

1. Settlement

Process/Check treasury settlement, including fund transfer, Money Market, Foreign Exchange, Securities and related derivatives transactions. Prepare audit confirmation, reconcile Nostro and interest Gap, and other ad-hoc reports related to Settlement.

2. Operations

Process/Check Operations business, including account open/close, deposit / withdraw, inward/outward remittance and other operation related business. Preparing audit confirmation and other ad-hoc reports related to operation

3. Credit Administration

Process/Check credit administration, including credit limits activation, loan drawdown / rollover /repayment, monitor/collection of fees income. Preparing audit confirmation and other materials related to credit, maintain Credit Files of each borrower

4. Trade Finance

Process/Check trade finance transactions, including L/C issuance, import and export bills, Guarantees, forfaiting, and other re-financing trade bills. Preparing ad-hoc reports related to operation

5. Prepare/check all necessary documents and ensure all the documents are in compliance with bank's policy and MAS guidelines.

6. Other duty as assigned by HOD and General Management.

Requirements

1. Diploma in Banking, Finance, or Business Administration
2. Candidates with knowledge of banking and financial services will be an advantage
3. Meticulous, organised with strong communication skills;
4. Proficiency in Chinese would be an advantage for liaising with Chinese-speaking clients / counterparties.