

Job Description

Position:	Officer, Remittance and Check Clearing
Department:	International Payments
Reporting to:	Head of International Payment
Location:	Headquarter

I. Duties and Responsibilities

- Received outward cheques from all branches by checking and verify with report in system.
- Return inward cheques through NBC clearing system (Payment Gateway) and debit returned fee from customer's accounts.
- Inform concerning branch staffs about their customer's outward cheque return to process the cheque return transaction.
- Process timely of Inward & outward Local, International Transfer (Swift & Ripple), Check Clearing.
- Prepare daily and monthly report for IPD's products.
- Assist Accounting & Treasury Department for other Enquiries.
- Investigate and solving problem for Inward and Outward Remittance.
- Payment Gateway NBC and Swift Inputter for outward remittance.
- UAT testing for new products of IPD.
- Return inward Check through NBC clearing system (Payment Gateway) and debit returned fee from customer's accounts.
- All tasks are assigned by Manager/Head International Payments.
- Daily verify all hard copy documents for cheque clearing & remittance from branch side and head office make sure it is follow the procedure and guideline before filling.
- Prepare Minute meeting for monthly IPD.
- Print out Swift message incoming & outgoing transaction.
- Support internal & external audit for finding documents.
- Other tasks to be assigned by the line manager.

II. Qualification

- Ambitious professional with a university degree in Banking or equivalent education.
- At least 2 years of relevant experience in banking sector and financial industry.
- Experience in an International Payments products and Clearing Cheque.
- A willingness to operate in a complex, matrix environment with multiple, often conflicting demands.
- Superior communication and interpersonal skills with the ability to influence outcomes.
- Good sense of humour.

- Superior communication.
- Interpersonal skills with the ability to influence outcomes.
- Ability to work accurately, under high pressure within fixed and short timeframes Result and quality oriented.
- Be honest, high commitment, and flexible.
- Sound English communication skills.
- Good Ms. Application: Word and Excel.

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