

Vacancy: Operations Officer

JOB PURPOSE

Reporting to the Team Leader - Operations, the Operations Officers will be called upon to efficiently perform tasks pertaining to the department's various activities which encompass treasury operations, payments, trade finance and reconciliations.

DUTIES & RESPONSIBILITIES

- Accurately and timely input/process on systems all transactions requests submitted by/ received from Customers
- Ensure activities are undertaken within the set control parameters and in line with laid down procedures
- Proactively suggest ways and means to eliminate/automate mundane activities through optimum use of system functionalities/capabilities
- Contribute to team effort by accomplishing related results as needed
- Any other cognate duties as and when required

QUALIFICATIONS & COMPETENCIES REQUIRED

- At least a Diploma in any related field with a minimum of 3 years' professional exposure in a similar environment
- High level of accuracy and fast learner
- Ability to cope with and work under pressure to meet tight deadlines
- Receptive to feedback both developmental and motivational
- Strong planning and organisation skills with a problem-solving attitude

Treasury Operations:

Thorough understanding of the plain vanilla products used in the treasury environment and their respective life cycles from input by Front Office to confirmation, settlement and reconciliations in the back office

Appreciate the risks associated with incorrect/untimely confirmation/settlements and the need to mitigate these through strict adherence to laid down controls and procedures.

Payments:

Thorough understanding of the mechanism & life cycle of the different payment types. Ability to read /interpret/construct the content of the various SWIFT message types particularly those related to payments

Trade Finance:

Thorough understanding of the purpose, usage and life cycle of the different types of plain vanilla Trade Finance Products

Reconciliations:

Thorough understanding of the need to have a robust reconciliation process/mechanism

Interested applicants should send their CV together with a covering email to talent@fcssl.com.