

Bank of China, the fourth largest bank in the world opened its first branch in Sri Lanka and looks out to employ a high caliber professional in the capacity of

Senior Executive - Settlement & Operations Department

Reporting to the Head - Settlement & Operations and Assistant General Manager, the selected candidate will be responsible & accountable for process enhancements for greater efficiency of the Settlement & Operations Department and Cash Management Operations of the Bank.

- Adherence to the Bank's established policies and procedures, statutory regulations etc.
- Monitor and process all day to day operations and cheque clearing process.
- Important Document archival & scanning.
- Handle all operations related customer issues and ensure that customer service reporting information is provided on a timely basis.
- Carry out daily operations (RTGS, CITS, CEFTS, Inward / Outward Remittances etc).
- Day-end GL, Cash balancing and closure.
- Preparation of monthly reports, maintain records & Provide periodic reports to the AGM / Head of Operations and other groups as required throughout the Bank.
- Ensure rectification of all audit findings and closing of audit gaps immediately while ensuring non-repetition of the same.
- Handling Cash Management Operations of the Bank.
- Interact with senior management and other bank officers to carry out day to day operations.
- Any other duties within your competence or skill entrusted by Bank of China Management.

Candidate profile

- Bachelor's Degree from a recognized university or institution.
- Possess at least 3 years of banking experience.
- Excellent experience and knowledge in handling Operational activities such as document archival, scanning, Remittances, RTGS, CITS and CEFTS.
- Be well versed with the payment and clearing procedures prevailing in commercial banks and their policies and regulations.
- Skill to handle a variety of Clearing and Payment Switch related issues.
- Be able to work independently and possess initiative and drive.
- Excellent communication skills in English (written & spoken).

A remuneration package on par with industry standards will be offered to the right candidate.

Please forward your complete resume with contact details of two non-related referees to mslr@sltnet.lk within 14 days of this advertisement quoting **MSL Ref. No. 7516** in the subject line. Only short listed candidates will be contacted.

