

WE'RE HIRING!

Position: **LOCAL BACK OFFICE OFFICER**

Location: **HEAD OFFICE BRANCH**

BRED
BANK

CAMBODIA

**The smarter
way to bank.**

Join the smarter banking team.

Key responsibilities

- Handle daily Non Cash Local Operations and ensure that non cash transactions are balance by end of the day
- Process the account opening for Retail , SME, and Corporate customer
- Input Inward and Outward domestic payments / domestic cheque clearing includes its return in National Clearing House payment gateway and ensure it is accurate
- Sending physical Outward cheque / Receiving Inward cheque from Clearing house
- Daily Reconciliation of Nostro NBC Current and settlement account
- Perform daily inward cheque clearing balance
- Issue cheque book for the customer
- Provide administrative support
- Other duties assigned by Local Back Office Manager or Deputy Manager

Job requirements

- Degree or relevant professional qualification in Accounting, and Finance Banking
- Minimum of two years' experience in Teller
- Ability to do multi-task and strong organization skills is essential
- Good Communication skill and strong team player
- Be able to work under pressure with strong commitment

How to apply

Please send your up-to-date resumé, a copy of your Cambodian ID card and a recent passport size (4x6) photograph to: BRED Bank (Cambodia) Plc. No. 30, Preah Norodom Boulevard Sangkat Phsar Thmey 3, Khan Daun Penh, Phnom Penh. Alternatively, email hr@bredcambodia.com.

Deadline

22 April 2021. For additional information, please visit: www.bredcambodia.com
(All applications will be treated with the strictest confidentiality.)