

JOB DESCRIPTION

Title of position	Remittance Officer Junior
Contract type	Permanent
Department	T&T / Global Financing Operations
Reporting to	GFO Remittance Manager
Job description date	1 st February 2021
Position opening start	5 th January 2022

Position Summary

To manage day-to-day processing, control and monitoring of Outward remittance, Inward Remittance and Deposits for our Corporate Clients, as well as to provide support our Business Lines and clients, including our e-banking clients.

Main responsibilities and duties of the role

- To handle inward and outward remittances, CHATS payments, Swift payments, RMB cross border payments, Faster Payment System (FPS), Customer's account transactions in compliance with the compliance guidelines & Swift standard.
- To handle Inward/Outward payments for customers' FX, IRS, NDF, deposits &/or subsequent entries posting, deal confirmation & advices.
- To assist APAC office in preparing SCORE Agreement or other relevant document, system setup and testing to facilitate MT101 services.
- To provide daily position of maturing deposits to the Corporate Sales/Treasury/Fixed Income/Middle Office teams (whichever is appropriate) to obtain settlement or rollover instructions from clients and follow up subsequent written notices with them.
- To manage customers' accounts daily activity, generate report / reconciliation and send the daily funding positions to Treasury. Answer customers' enquiries on their account by liaising internally (operational teams, Treasury, business) to find the solution if needed
- To manage accounts monthly reconciliation report and investigate on any interest differences with IT team

- To handle creation/maintenance/closure of customers' data in systems and internal Registers upon receipt instruction from the team in charge.
- To handle various types of accounts (incl. Customers, Nostro and Loro accounts) opening/maintenance/closure upon receipt validated instructions.
- To monitor the balance and the daily movement of Customers' cash accounts and Nostro accounts under the scope of the team.
- To perform Internet Banking Administrator functions & provide daily support to customers for internet banking services.
- To work proactively with Relationship Manager, Corporate Sales, GMO & Treasury Operations for Corporate customers' data and SSI set up, also to handle subsequent Deposit, FX and other Capital Market transactions and Deal Confirmations.
- To participate in various SIM tests, connectivity tests and periodical contingency drills, relating to payments, clearing system, DPS, FPS with HKICL.
- To participate in various systems UAT.
- To assist Finance for expenses payments, to support intra-day Nostro Accounts transfer to facilitate Corporate payments and ultimate loan proceeds.
- To monitor incoming Swift messages and dispatch to relevant departments, to support Compliance preparing AML outward Swift messages.
- To handle bank statements, interest statements, etc. To attend to customers' requests for account movements, statement of account report.
- Prepare audit confirmations as and when required by our customers. Prepare yearly audit confirmations to customers as assigned by our external auditors
- To handle any other duties assigned by the department head &/or Head of Operations.

Technical skill requirements

- Familiar with Microsoft Windows (Excel, Word), knowledge and experience in the operation of local RTGS/CHATS, RMB cross border payments (incl. Chinese Commercial Code), Swift, FPS, e-cheque are essential.
- Knowledge in various Swift messages types (including but not limited to MT1xx, MT2xx, MT3xx, MT5xx, MT9xx) and capable to construct manual Swift payments are essential.
- Knowledge in treasury and derivatives products is essential.
- Knowledge in Flexcube, Summit, Calypso, IVS

Job Qualification (education, years of experience and other soft skills)

- At least 3 to 5 years relevant knowledge in Remittance operations.
- Knowledge in treasury and derivatives products is essential.
- Knowledge in FATF/AML guidelines.
- Good interpersonal and communication skills are required and able to work under pressure.
- Written and Spoken English. Spoken Mandarin & Cantonese is a plus