



Banking

Officer

Department: Finance



Role

- ◆ Update daily files for treasury activities (withdrawal/deposits vs. issue/ collection, loan tables: interest and commitment fee calculation, deposits overview)
- ◆ Permanent communication with company staffs in relation with agent banking activities
- ◆ Involved in new projects in Treasury Department: cash management, new solutions for agent banking activities
- ◆ Prepare the payment files
- ◆ Prepare the Weekly cash flow report
- ◆ Calculate agent banking commission (bank fees) and provide the figures to accounting
- ◆ Prepare information for monthly reporting
- ◆ Supply all necessary data to Accounting Department for monthly closing
- ◆ Deal with weekly exception report in relation with MT transactions, received from UK
- ◆ Prepare Banking Journal
- ◆ Support of banking manager in new projects



Requirements

- ◆ Higher economic education
- ◆ Minimum 3 year experience in a similar position (treasury)
- ◆ Very good knowledge of using electronic payment systems
- ◆ PC knowledge: MS Office
- ◆ Ability to work to deadlines
- ◆ Team spirit
- ◆ Customer focus
- ◆ Communication skills
- ◆ Attention to details
- ◆ English - very good (written and conversational)

Trimite aplicația sau recomandările tale, pe adresa: cariere@provident.ro