Recruitment Advertisement (**MANAGER OF OPERATIONS DEPARTMENT**)

**Manager (settlement division)**

**Operations Department**

About the Bank:

China construction Bank (DIFC Branch) (CCB DIFC) is a branch of China Construction Bank Corporation. CCB DIFC Branch, holding a Category 1 license, carries out banking business in or from the DIFC. CCB DIFC intend to continue increase its relationships with the Chinese Clients and actively engage in expanding its business offerings in the MENA region to local government, sovereign entities and corporates participating in Sino-UAE economic and trade activities also.

Duties

1. For supporting Treasury and CBFI，
   1. Prepare SWIFT’s outgoing messages, confirmations, payments, etc.,
   2. Respond professionally to existing and potential customers’ queries on products and services provided by the bank and, in case of doubt, always refer the superiors.
   3. Keep proper records of all transactions to ensure all live and matured transactions are kept according to our record retention policy.
2. For supporting Treasury,
   1. Check and verify all transactions entered in treasury deal internal system with proper authorization and approval.
   2. Check and review the availability of funds in the projected cashflow report to ensure funds are available for settlement of transactions.
   3. Check all outgoing messages being correctly generated and sent with ACK．Check and match incoming counterparties confirmations from SWIFT to ours and other sources to ensure correctness.
3. For supporting CBFI,
   1. Prepare and verify non-treasury-related payments to ensure the payments are approved and processed in accordance with procedure.
   2. Check and process all loans & other trade finance products and services efficiently to the satisfaction of the customers.
   3. Monitor Inactive & Dormant Accounts as per the dormant account handling procedure set out in operations manual, and report any activities to HOD.
4. Review all SWIFT MT950 statements daily to ensure that all expected receipts and payments are correctly posted in the statements and any returned funds, unadvised credits and un-authorised debits are followed up immediately with the respective departments.
5. Update management of exception of discrepancies of transactions, if any, and to ensure they are followed up and resolved in a timely manner.
6. Conduct AML screening process on all financial and non-financial messages for inward and outward direction. Follow reporting procedure for AML concerns with relevant internal authorities.

Requirements:

1. University graduate or above;
2. Professional qualification holder in Banking;
3. 3 years and above bank working experience.
4. Preferably bi-lingual in communication (Chinese and English );
5. Preferably has 4 to 5 years of working experience in treasury and loan operation;
6. Has a strong technical and product knowledge in processing the various Treasury products, i.e. Foreign Exchange (Spot, Forward and Swaps ), Money Market, Interest Rate Swaps, Bonds and Repos;
7. Has strong knowledge and understanding of SWIFT operation;
8. Has processed and handled various types of SWIFT messages, i.e. MT103, 199,202,210,300,320,542,543 and 799, 950 messages;
9. Has performed reconciliation of Bond holdings against custodian account;
10. Has experience in handling both inward and outward remittances;
11. Preferably has good understanding and worked on market recognized Treasury back-office systems.
12. Experience in the handling of trade finance products and operation would be an added advantage.

Work Location

DIFC, Dubai

Apply the Job

The job opening will be valid until Oct 1, 2022. If you are interested in this job and have full confidence that you are suitable for this Job, please forward your **CV and Salary Expectation (Mandatory)** to our email address:

[recruitment@ae.ccb.com](mailto:recruitment@ae.ccb.com)

Your CV will be handled confidentially and cautiously.

Please note only shortlisted candidate will receive the call from us.

**POSITION 1: MANAGER OF OPERATIONS DEPARTMENT**

1. **JOB INFORMATION**
   1. Job title: Manager (settlement division)
   2. Department: Operations Department
   3. Report to: Head of Operations Department
2. **DUTIES & RESPONSIBILITIES**
3. For supporting Treasury and CBFI，
   1. Prepare SWIFT’s outgoing messages, confirmations, payments, etc.,
   2. Respond professionally to existing and potential customers’ queries on products and services provided by the bank and, in case of doubt, always refer the superiors.
   3. Keep proper records of all transactions to ensure all live and matured transactions are kept according to our record retention policy.
   4. Record and update Inward & Outward remittance both banks and non-banks in the Fund Transfer report.
   5. Open accounts and add counterparties in relevant systems with the support of proper documentation. (Account opening and amendments).
   6. Review the process of client account opening, close and freeze etc.
   7. Review and prepare report for remittance inward & outward from compliance control perspective.
   8. Monitor and prepare report for the dormant account.
4. For supporting Treasury,
   1. Check and verify all transactions entered in the treasury deal internal system with proper authorization and approval.
   2. Check and review the availability of funds in the projected cashflow report to ensure funds are available for settlement of transactions.
   3. Check all outgoing messages being correctly generated and sent with ACK．Check and match incoming counterparties confirmations from SWIFT to ours and other sources to ensure correctness.
   4. Keep outstanding (live) and matured deals and reports in their respective designated files.
   5. Review daily Nostro Accounts EOD (end of day) projected Balances to cross check with dealers to ensure correctness and that sufficient funds are kept in our nostro accounts.
   6. Liaise with HO and establish RMA with other banks in the region at the request of CBFI and Treasury.
   7. Reconcile Bond transactions in treasury deal internal system against our custodian account.
   8. Check the dealer’s blotter at the end of the day to ensure all deals are processed and captured in treasury deal internal system.
   9. Check and Verify broker’s invoices with dealers before making payment to ensure all trades and brokerage charges are correct.
5. For supporting CBFI,
   1. Prepare and verify non-treasury-related payments to ensure the payments are approved and processed in accordance with procedure.
   2. Check and process all loans & other trade finance products and services efficiently to the satisfaction of the customers.
   3. Monitor Inactive & Dormant Accounts as per the dormant account handling procedure set out in operations manual, and report any activities to HOD.
   4. Prepare and input the Loan Commitment, Contract, Drawdown & Fees in loan internal system for all types of Loan.
   5. Check, process and verify to ensure proper settlement of all transactions according to the procedures set out in the operational manual.
6. Review all SWIFT MT950 statements daily to ensure that all expected receipts and payments are correctly posted in the statements and any returned funds, unadvised credits and un-authorised debits are followed up immediately with the respective departments.
7. Update management of exception of discrepancies of transactions, if any, and to ensure they are followed up and resolved in a timely manner.
8. Print, thoroughly check the assigned reports to ensure that the assigned reports are correct and highlight irregularities, if any, to the manager, settlement / import & export bills promptly for further action.
9. Provide weekly transaction report to Compliance Department to monitor the Compliance of Client’s business activities.
10. To fulfill the following administrative and project related tasks, including but not limited to
11. Fund Transfer Processing
12. Daily Reporting
13. Internal Systems Processing
14. Internal Systems Testing and Change Implantation.
15. Internal Department Coordination
16. Client File Management
17. Fulfill the backup role and responsibility and meet the specific requirement.
18. Comply with the letter and spirit of the relevant rules, regulations and policies issued by DFSA, DIFC, CCB (DIFC Branch)/ CCB Group.
19. Perform any other duties that may be assigned by the Head of Operations and Senior Management from time to time.
20. Conduct AML screening process on all financial and non-financial messages for inward and outward direction. Follow reporting procedure for AML concerns with relevant internal authorities.
21. **JOB SPECIFICATION**
    1. **EDUCATION**

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| 1. University graduate or above; 2. Professional qualification holder in Banking; 3. 3 years and above bank working experience.   **3.2 REQUIRED EXPERIENCE**   1. Preferably bi-lingual in communication ( Chinese and English ); 2. Preferably has 4 to 5 years of working experience in treasury and loan operation; 3. Has a strong technical and product knowledge in processing the various Treasury products, i.e. Foreign Exchange (Spot, Forward and Swaps ), Money Market, Interest Rate Swaps, Bonds and Repos; 4. Has strong knowledge and understanding of SWIFT operation; 5. Has processed and handled various types of SWIFT messages, i.e. MT103, 199,202,210,300,320,542,543 and 799, 950 messages; 6. Has performed reconciliation of Bond holdings against custodian account; 7. Has experience in handling both inward and outward remittances; 8. Preferably has good understanding and worked on market recognized Treasury back office systems. 9. Experience in the handling of trade finance products and operation would be an added advantage. |