

Company Background:

DGB Bank is a licensed commercial bank in Cambodia and a member of DGB Financial Group in Korea listed on Korea Stock Exchange. Candidates meeting the following conditions are kindly invited for interview to join the Bank.

Job Title: Senior/ Settlement Officer

Based in Phnom Penh, Cambodia

Responsibilities:

- Monitor the collection and verification of daily outward check
- Verify and clear the local checks.
- Verify and clear the inward checks.
- Return the inward and outward checks.
- Support branch tasks relating to the check clearing operations.
- Ensure the reconciliation on settlement account in the system is matched with actual cleared checks.
- Monitor customer's payroll accounts and process the payroll transactions (if any).
- Investigate and solve dispute between the bank and alliance partners.
- Make the adjustment of the customer's failed transaction from the report of bank's alliance partners if any.
- Verify and process bulk payment service.
- Verify Daily Settlement Report, Monthly Settlement Report, Quarterly etc.
- Other tasks assigned by management.

Requirements:

- Bachelor degree in Finance and Banking.
- At least 3 years' experience in operations with commercial banks.
- Well understand the National Clearing System
- Strong knowledge and experience with check clearing and applicable laws/ Prakas.
- Good understanding of operational risk in banking sector and NBC regulations.
- Excellent written and verbal communication in English.
- High responsibility and integrity.

Remunerations: Competitive salary with benefit packages, including two months bonus of basic salary, lunch allowance, insurance, uniform, etc.

How to apply: CV with self-introduction letter to the following address: N° 689B, Kampuchekrom Blvd, Sangkat Teuk Laak I, Khan Toul Kork, Phnom Penh, Cambodia.

Tel : 023 999 990, Email : hr@dgbcambodia.com

Only short-listed candidates will be invited for interview.

Closing Date: 31 March 2021