



Settlement Officer

Closing Date: 31st May 2019 | Apply to: chhay.sreythuy@sathapana.com.kh

Location

- Head Office (01 Position)

Responsibilities

- Monitoring on daily outward Cheque collection and verification.
- Verify on inward check and booking process
- Inward & Outward check return
- Ending balance verification of GL Suspense
- Monitor and support branches regarding to cheque clearing
- Provide online and offsite operational supports for all relevant matters such as payroll, daily transaction for SPNB partners and others matters relating to Settlement Unit.
- Provide online and offsite operational supports for all relevant matters such as cheque transaction, cheque clearance, Credit Remittance, Fast systems, payroll and matters relating to Settlement Unit.
- Monitor the effectiveness of branches, non-financial performance including service quality, implementation of operational policies & procedures etc.
- Daily monitoring in order to make sure smooth performance for inward and outward cheque clearance.
- Reconciliation NBC's Settlement Account
- Preparing payroll account all company maintain within SPNB.
- Cooperate with all department related to work to make sure smoothly and without error.

Qualifications

- Bachelor degree in Business, Finance and Banking or other related fields.
- At least 2 years' experience in settlement.
- Good Communication skills with people and all levels.
- Good in writing report both in English and Khmer
- Ability to multi-task and work under pressure and tight deadlines.

How to apply

- Interested candidates are encouraged to submit the updated CVs to job@sathapana.com.kh or chhay.sreythuy@sathapana.com.kh
- For more information, please contact us via 096 958 7777/ 096 287 1111/ 096 418 2222 or go to www.sathapana.com.kh