



Vacancy Announcement



Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our “**Employer of Choice Bank**”

Officer, Settlement Unit (02 position based on Head Office, Phnom Penh)

Main Duties

- Organize the operation and control of ATM top-up transactions
- A- Check the daily report through InetSnowflakes Reporting system to know the number of banknotes in USD and Riel in the bank's ATM, whether there is enough for customers to make cash withdrawal transactions in 28 ATMs and create Letter of request to deposit cash in ATM to the management for review and decision
- B- Organize a working group between the Accounting Department and the Operations Assistance Department to process and control the deposit of USD and KHR in ATMs and in 28 ATMs of the head office branch located outside the commercial bank. Overseas business in Cambodia when the number of banknotes in ATM is not enough for customers to make cash withdrawal transactions
- C. Organize a working group between the Accounting Department and the Information Technology Department to repair ATMs in case of problems.
- D-Establish an ATM transport security system between the security vehicle of the security company and the vehicle of FTB Bank of the Department of Administration to deposit cash in all ATMs of FTB Bank located outside the Foreign Trade Bank of Cambodia.
- E- Enter cash statement into T24 system on ATM
- F. Arrange to check the remaining cash in the ATM box that is taken back from the ATM, create report and register the report, ATM Importing and Exporting Cash into the T24 system
- Hold the ATM key to unlock and lock 28 ATMs located outside the Foreign Trade Bank of Cambodia during the operation of refilling the new cash box in the ATM.
- Hold the ATM key to check the stuck in cash for customer
- Hold the ATM key to open the clean the ATM
- Registration of banking transactions in T24 system
- A- Operations on ATM Importing and Exporting Cash from Head Office
- B- Transaction on Transfer Cash to and from Head Office and Branch
- C- Other operations

Skills/ Experiences

- Bachelor degree in Accounting, Finance and Banking, or related field.
- Fresh graduate are encourage to apply, having related experience will be prioritized.
- Quick learner with innovative problem-solving abilities.
- Willingness to learn and advance within the support team environment.
- Good communication skills

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (**with current photo**) to: hr@ftbbank.com or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd(169), Sangkat Veal Vong, Khan 7Makara Phnom Penh. Only short-listed candidates will be contacted for interview. For more information, please kindly contact phone number: 081 666 597/081 444 179



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