



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"

Staff, Settlement Unit (01 Positions based in Head Office)

This role supports the Settlement Unit by assisting with transaction monitoring, cash management tasks, and customer service. This role is crucial for maintaining accurate records and ensuring the smooth operation of all settlement processes.

Main Duties

- Daily reconcile transactions across FTB channels, including FTB channels, including ATMs, POS, M-Visa, Bakong, Internet Banking and other channels;
- Key transactions in core banking by supporting proper documents (signed and reconciled);
- Reconcile balance items by daily / monthly to ensure GL balance is correct;
- Prepare document request to timely buy MPTU from Telecom Company to avoid insufficient balance;
- Deal and communicate with technical team and other stakeholders for finding errors in reconciling;
- Respond to customer inquiries regarding transactions and support issue resolution, escalating complex problems to senior staff as needed;
- File all journal entries with signature with supporting properly;
- Support manager and senior to find supporting documents to support internal and external auditor;
- Collaborate with team members to ensure efficient workflow within the Settlement Unit and contribute to process improvements;
- Engage in training and development opportunities to enhance knowledge of cash management practices and systems;
- Perform other duties assigned by line manager.

Skills/ Experiences

- Bachelor's degree in accounting, Finance, or a related field.
- 1 year of relevant experience in finance, accounting, settlement in banking sector.
- Knowledge of accounting software and financial regulation;
- Understand of accounting concept.
- Analytical thinking and problem-solving;
- Good communication verbally and written;
- Computer literacy; in particular, Microsoft Word, Excel and Power Point.

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (**with current photo**) to: hr@ftb.com.kh 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. More information, please kindly contact phone number: 081 666 597/081 444 179

