

## Operations Management Department

### Assistant Manager to Manager - Corporate Banking Operation (Ref. No: OMD-1774)

#### Job Responsibilities:

- Supervising the section in the day-to-day operations & ensuring the work done is in compliance with the established procedure
- Approving Direct Debit, School Fee, Payroll data and Standing Instruction in the Bank system
- Approving General Ledger entries in Bank system and checking FPS G/L and transactions
- Verifying CCASS transactions via Direct Debit Instructions, Investigating irregular items in the General Ledger for branches and giving advice for rectification
- Performing UAT testing and report reconciliation
- Participating IMP , auto credit , auto debit and FPS projects
- Enquiry about FPS , autopay and clearing item's question from branch colleagues

#### Job Requirements:

- Bachelor Degree or above
- Minimum 3 years of relevant working experience in banking operations
- Knowledge of banking products, services, swift message and RTGS
- Knowledge of banking policy, regulation and procedures
- Proficient in MS Office such as Word and Excel
- Good command of spoken and written English and Chinese, including Putonghua
- Ability to work independently and under pressure

To apply, please submit your resume to [hrd@icbcasia.com](mailto:hrd@icbcasia.com).

*All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's Privacy Policy Statements and Circulars, which are available on our website.*