

**Institutional Banking Department: Trade Services Clerk (Permanent)**

**Principal Purpose of the Job:**

Perform tasks relating to import and export initiation and settlement business, including L/Cs, Clean and Documentary Collections, Bank Guarantees, trade finance business. AML System checking and assessment on trade transactions.

**Main Responsibilities & Accountabilities:**

1. All aspects of import transactions including: L/C issuance, L/C acceptances, collections such as D/P, D/A, etc., scan document and send to BPC for their checking under import L/Cs, effecting payment under L/Cs, D/P, D/A, etc., bank guarantees / standby L/Cs and import finance.
2. All aspects of export transactions including: L/C advising; L/C confirmation, scan documents and send to BPC for their checking against export L/C negotiation, L/C reimbursement and collections under D/P, D/A, etc. Double check the contents of delivery documents before mailing.
3. Trade related finance solutions such as packing loans, factoring, bills discounting, forfaiting and funded or un-funded risk participation.
4. Calculate accurately the fees and interests for the relevant transactions.
5. Liaise correspondence in connection with documentary import and export letters of credit for customers of the Bank in line with agreed procedures with BPC.
6. Collate and check documents which have been processed by BPC to ensure Compliant with letters of credit terms and conditions.
7. Proficient checking of payments with appropriate knowledge of Swift rules after being made by BPC.
8. Timely following up of irregularities with customers and BPC.
9. Liaise with clients on matters relating to L/C transactions together with BPC.
10. Assist Head of Institutional Banking in carrying out various trade finance related statistical reports for Management and Head Office.
11. Funds positioning.
12. Carrying out periodical accounting reconciliation internally with Credit Administration, Corporate Banking and Financial Control departments and externally with BPC.
13. Make proper registrations to the business as required by the procedure.
14. Assist Head of Institutional Banking to monitor the progress of the transaction processing.
15. Suggest the upgrading of the working procedure.
16. Filing and archiving.
17. All the CDD and AML checking in trade services and other products lines as required by the Bank's policy.
18. Keep all AML check evidences for audit trail purpose. Must report / escalate to MLRO for potential positive hit or suspicious transactions in accordance to the Bank's AML policy.
19. Other tasks as directed by the Head of Institutional Banking.

**Regulated Activities:**

This section is to be completed for roles that will be covered by the Senior Managers and Certification Regime.

N/A.

**Skills Required:**

- Attention to detail, UCP600;
- Accuracy and able to adapt to change in work flows;
- Analysis, planning and organising;
- Teamwork and communication;
- Bilingual: English & Mandarin is preferable but not mandatory.

**Other Factors:**

The term “Bank” in this document refers to ICBC (London) plc and the London Branch of the Industrial and Commercial Bank of China Limited