



## Operations Officer

### **Main duties and responsibilities:**

a. Back desk/middle desk of payment and settlement, trade financing, and clearing business

- Processing payments of corporate clients including SWIFT/CERTIS/CIPS

- Processing trade financing related documents (e.g.L/C) as middle desk by using internal system

- Nostro accounts reconciliation and maintenance, including processing inquiries and replies on swift messages

b. Back desk of Money Market transaction

- Processing lending/borrowing,spot foreign exchange,others by using internal system

- Processing funds allocations between Nostro accounts

c. Back desk of other operation related tasks

- Customer information input/update and client account/internal account related operations (deposit, loans, transfers, payments, FX, fees etc.) by using related internal systems

- Customer e-banking management

d. To perform AML/CFT responsibility as first line of defenses

- Fulfilling AML/CFT responsibility as ongoing monitoring

- Fulfilling related compliance requirements with the regard of all related procedures

- Fulfilling other related internal requirements

e. Data reporting related tasks and related system parameters setting

- Related regulatory reporting to CNB
- Related internal data reporting within Branch and to HO
- Maintenance of related system parameters
- Product/system testing and promoting, including but not limited to cash management/Internet banking/ clearing/settlement

f. Other assignments appointed from Senior Management and Head of Operation Department

**Professional knowledge requirements:**

- Bachelor/ university diploma in accounting, finance, economics preferred
- Self-motivated, a team player, a good command of English and Czech language
- Chinese speaker is preferred

**Professional working experience:**

- Familiar with the back office business, especially related to Money Market and clearing.

IMPORTANT: Before you apply, please make sure that you have working and living permit in the Czech Republic.

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Industry

**Banking industry and financial services**

Profession

**Banking specialist**

Work location

**Na strži 1702/65, Praha, Nusle**

Education level

**Bachelor's**

Language level (All languages)

- **Czech - Proficient**
- **English - Proficient**

Job type

**Full-time work**

Duration of employment

**Permanent**

Type of contract

**employment contract**

Benefits

- **Bonuses**
- **Transport allowance**
- **Meal tickets / catering allowance**
- **Holidays 5 weeks**
- **Refreshments on workplace**
- **Contribution to sport / culture / leisure**
- **Sick days**
- **Corporate events**

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**Industrial and Commercial Bank of China Limited,  
Prague Branch**

Contact person

**Henrieta Illésová**

Phone

**+420 237 762 828**

Address

**Na Strži 1702/65, 140 00 Prague 4 - Nusle, Czech Republic**

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