



中銀國際 控股有限公司

BOC International Holdings Limited

Job Title:

Analyst / Senior Analyst, Cash Management (Business Operations)

Responsibilities:

- Handle daily payment, fund in / fund out and Treasury settlements (e.g. loan, deposit, FX & MM, CLD, FX Option, etc...);
- Perform trade confirmation matching;
- Assist in loan administration and custody;
- Handle cash settlement and reconciliation for Precious Metal trading;
- Day end reconciliation of bank accounts records for fund movement;
- Handle monthly commission rebate and prepare MIS report;
- Provide support for system enhancement and product development;
- Review functional specification and perform user acceptance testing & training;
- Provide general clerical support including report printing, data input and filing, etc.;
- Follow up with relevant parties regarding unexpected cash flows and researching/find resolution for the issues;
- Follow the operational processes and procedures to maintain high level accuracy in the Firm's operations cash management reporting and processes; and
- Any ad hoc projects as assigned by superiors.

Requirements:

- Degree holder in Business, Finance, Mathematics, Economics or similar field;
- 1-2 years of experience in Cash Management / Treasury Settlements, preferably in banking / securities firm;
- Ability to take responsibility and ownership for all tasks assigned;
- Ability to work in a team environment and interact with all levels of the organization;
- Rigorous attention to detail, and extreme accuracy with numerical calculations;
- Demonstrated ability to work independently, prioritize, multi-task, and consistently meet deadlines;
- Strong analytical and computer skills with demonstrated proficiency in Microsoft Excel
- Excellent written and verbal communication skills for effective communication with internal and external business partners

Please apply in strict confidence with full resume, academic record, current and expected salaries to bocihrd@bocigroup.com.

(The personal data provided will be used for consideration of recruitment only. All personal data of unsuccessful candidate will be destroyed within six months.)