

Job Title- **Head of Domestic Remittance Operation**

Location – Yangon

Job Sector- Banking

Job Purpose

Leading and supporting to Wholesale Banking VC customers in all their Domestic Payment operations that currently include all Domestic Supplier Payments and then the accountability of CBM Net , Cheque Clearing and MICR Cheque Printing services.

KEY RESPONSIBILITIES

- Knows and utilizes the platforms, systems and operations thoroughly
- Customer centric operation that streamlines, automates and continuously improves process
- Ensures error free processing of all domestic payment transactions.
- Works with multiple stakeholders inside and outside of the bank to complete all related tasks

CBM Net

- Ensure CBM Net transaction reconciliation is completed on a weekly basis.
- Compile daily movement of funds via CBM Net.
- Report any adverse movement of funds from and to the Bank to Senior Management.
- Monitor transaction rejections and take appropriate steps to avoid recurrence.
- Ensure timely redressal of any customer complaints within agreed SLAs

MICR Clearing (CTS)

- Ensure CTS clearing is presented and received as per CBM prescribed timing.
- Compile daily movement of funds via CTS clearing.

- Report any adverse movement of funds from and to the Bank to Senior Management.
- Ensure timely redressal of any customer complaints within agreed SLAs

MICR Cheque Printing :

- Ensure all cheque book printing requests are processed in a timely manner. .
- Compile daily statistics of cheque books issued. .
- Monitor and report any suspicious transactions to senior management.
- Monitor and ensure Stationery replenishment on a timely basis

JOB REQUIREMENTS

- Bachelor's degree in Accounting, Human Resources, or a similar field.
- Prior Experience in Payments Processing.
- Good Team management skills
- Working knowledge of MS Office and MS Excel in particular
- Attention to Detail.
- Ability to handle confidential information.
- Familiarity with Regulations advised by the CBM, Government Departments and SWIFT.
- Excellent communication and interpersonal skills.
- Ability to prepare and present financial reports.

Experience:

- Banking experience at least 5-8 years

How to apply: career@kbzbank.com