

SENIOR BANKING ASSOCIATE - SHARED SERVICES - TRANSACTION MONITORING UNIT

The Job holder is responsible to perform the expected duties related to TT Endorsements, Daily upload to SL Customs, AML screening and monitoring of E-mails, effectively and efficiently in an appropriately controlled and demanding environment to provide timely and accurate service to both Internal and external customers of the bank.

THE JOB

- Daily upload to SL Customs with regard to outward remittances made for imports.
- TT endorsements of payments made for imports under advance and open account terms.
- Responsible to ensure all the related parties with regard to new customer creation / outward remittances / inward remittance / foreign drafts / RTGS are being scanned through the AML system to ensure that the bank is not dealing with black listed individuals and also comply with sanctions imposed on various countries by OFAC, US and UN.
- Monitoring of E-mails sent for OTTs and forward the same for action to the relevant staff of TMU.
- Ensure department complies with foreign exchange regulations, Import and export control regulations and SL Customs regulations with regard to both inward and outward TTs.
- Assist to furnish all the details and information requested through Court Orders, Inland Revenue notices and SL Custom inquiries in an accurate and timely manner.
- Scrutinizing of inward cheques.

THE PERSON

- Should be partly qualified in Banking or holds an equivalent professional qualification.
- Should possess 2 years' experience in banking.
- Have a basic knowledge on foreign exchange and other regulatory requirements on banking operations.
- Possess very good communication skills.
- Knowledge on MS Excel and Word is essential.
- Should be a very good team player with an outstanding commitment for work.
- Be able to work independently with ability for multi-tasking and pay attention to details.

Please login to <https://www.ndbbank.com/careers> to apply on or before 16th December 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources