



VACANCY

INTERNATIONAL BANKING OFFICER - HEAD OFFICE

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

Ensure that all Cross Border payment requests received by Albaraka Bank Limited, are processed in accordance with the Bank's internal rules, adherence to Shariah compliance, compliance with International banking norms and practices, compliance to the Exchange Control Rulings & Regulations, maintaining excellent client service.

KEY PERFORMANCE AREAS

Foreign Documentary Transactions (Letter of Credits and Bills for Collection)

Letter of Credits (Import)

- Receives application form for Letter of Credit
- Reviews information for completeness and accuracy with the assistance of Supervisor.
- Loads transactions on IMAL for Supervisor for sign-off and review ensuring compliance with regulations and bank's policies and procedures.
- Arrange for documents to be picked up by client.
- Send invoice and Swift payment message to the client.

Bills for collection (Import)

- Receives Import Bills for Collection original documents
- Reviews information for completeness and accuracy with the assistance of Supervisor.
- Forward copies of documents to client and request application forms
- Loads transactions on system for Supervisor for sign-off and review ensuring compliance with regulations and bank's policies and procedures.
- Arrange for documents to be picked up by client.
- Send invoice and Swift payment message to the client.

Foreign Non-documentary Transactions (Telegraphic transfers)

Outward Telegraphic Transfers (Import)

- Receives Payment Request and Proforma/Commercial Invoice;
- Reviews information for completeness and accuracy;
- Officer will check for availability of funds in clients account.
- Documents are then sent to excon, once approved documents are then emailed to the dealing room to book the rate of exchange. the dealer confirms rate of exchange rate on sale of Currency with client or completes FEC as appropriate documents saved on F drive International Banking with all correspondence emails. Payment is then captured on system for sign-off and review by supervisor, ensuring compliance with regulations and bank's policies and procedures.
- Send Tax invoice and Swift payment message to the client.

Foreign Non Documentary (Telegraphic Transfers) (TTI)

- Receives payment via swift verify banking details sends the client an application form with supporting documents, documents are then emailed to EXCON , once the approved documents are then emailed to the dealing room to book the deal.
- Documents saved on F drive International Banking with all correspondence emails.
- Payment captured on system, templates to be emailed to BSA.
- Obtain Lexis Nexis and then supervisor to review and approve
- Send inward payment advice to the client

General Administration

Client

- Attends to customer complaints as and when necessary and provides feedback to the relevant parties;
- Ensures that all processes are carried out timeously;
- Resolves enquiries and queries for external clients where applicable
- Monitoring of emails
- Send spot contract to Clients
- Extract report from sharepoint for next day Value of payments..
- Update GPI tracker.
- Monitor swift Alliance for TTI.

Internal divisions

- Assists with enquiries and queries for internal Departments;
- Assists with comments on Shariah / Internal / External audits on Cash transactions and provides feedback.

Department

- Ensures that all verifications of transactions are correct;
- Ensures that all transactions strictly comply with the Shariah requirements;
- Actively participates in the departments projects.

QUALIFICATIONS

- Matric
- A diploma or recognised certificate in International Trade would be an advantage

PREFERRED EXPERIENCE

- Minimum of 2 to 5 years' experience of general banking experience, accounting & international trade finance

NOTE:

- Due to this being considered a critical position at the Bank, notice of termination of employment is three (3) months.

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Forward you CV via email to suhinau@albaraka.co.za