

Assistant Supervisor (Local Remittance & CBM Net)

Job Description

- Perform Outwards and Inwards transactions via CBM Net on a daily, weekly, monthly, and yearly basis.
- Monitor and manage pending transactions (Outwards and Inwards) across all reporting periods.
- Ensure accuracy and compliance with CBM Net transaction protocols.
- Utilize Temenos Software for banking operations.
- Process CTS Cheques using Clearing Seal and execute transactions in the T24 System.
- Operate the CTS Terminal System for daily clearing activities.
- Collaborate with relevant departments to ensure smooth cheque clearing and reporting.
- Prepare and submit daily reports related to CBM Net and CTS transactions.

Qualifications

- Bachelor's degree in business, Finance, or related field.
- Minimum 2 years of experience in banking or remittance operations.
- Strong knowledge of local remittance procedures and compliance.
- Proficiency in banking software and Microsoft Office tools.
- Experience with financial software (Temenos, T24) is preferred.
- Proficient in Microsoft Word, Excel