



Job Description

Job Title:	Payments & Settlement Officer
Department:	Payments & Settlements Team, Operations
Reports to:	Payments & Settlement Manager
Direct Reports:	No
Certified Person:	No
Budget Responsibility:	No

Purpose of role:

You will be part of a small, friendly team working together to deliver Client and Treasury payments processes which are critical to the operational running of the Bank.

General responsibilities

- Through processing payment, provide best client services possible to ensure positive and timely delivery for the Bank's clients. Adhere to the Treating Customer Fairly principles through all work activities.
- Support the line manager in ensuring that all colleagues in the team are fully cross trained and that all processes are adequate and well documented.
- Assist with projects related to the continuous improvement of the Function.
- Work in close conjunction with the Client Services team and other internal functions to achieve best possible outcome for the customer.
- Support the maintenance of the Function's Policies and Procedures.
- Contribute to operational risk management in the day to day job activities.
- Other related duties as assigned

Payments, Fixed Term Deposit and Daily clearing:

- Ensure all inbound and outbound payment transactions are duly input and verified in accordance with customers' authorised signature, account balance and compliance.
- Release payments onto the SWIFT system within allocated limit
- Repair all SWIFT message failures advised by IT
- Performs all the relevant checks according the Financial Crime Prevention Policy
- Ensure all Fixed Term Deposits are processed and settled in a timely and accurate manner and within SLA.
- Process daily clearing files (CHQ Clearing, Direct Debits, BACS, etc).
- Daily reconciliation of Mastercard Accounts.

Treasury Settlements:

- Where required, assist with the settlement of Securities/NDF/FX/Money Market transactions and record for cash position purposes. Agree balances with Treasury under the terms outlined in the Service Level Agreement.
- Ensure all manual cash position adjustments (ad hoc) are processed on behalf of other Departments.



- May be required from time to time to assist with matching Securities/NDF/FX/MM trades with counterparties and handle any mis-matched trades with expediency.
- Contribute to the preparation of EMIR and MFID reporting.

Collateral Management:

- Where required, assist with the management of the Bank's collateral deposits with Treasury counterparties.

Individual Conduct Rules:

- **Rule 1:** You must act with integrity.
- **Rule 2:** You must act with due skill, care and diligence.
- **Rule 3:** You must be open and cooperative with the UK Financial Conducts Authority, the PRA and other regulators.
- **Rule 4:** You must pay due regard to the interests of Clients and treat them fairly.
- **Rule 5:** You must observe proper standards of market conduct.

Competence Requirements:

Competency Level

Client Focus	2	Risk Awareness	2
Change Orientation	2	Professionalism	2
Decision Making & Accountability	2	Working with Others	2

Professional/Academic Qualifications:

- Desirable but not essential: Bachelor's degree, preferably in Banking

Experience/Knowledge

- Preferably have a minimum of 5 years' Payments experience in Banking
- Excellent understanding of the Payments Processing: SWIFT Payment Messages, CHAPS, FPS and BACS
- Fundamental experience in the Front to Back Office process flow for all Treasury Settlement
- Ability to work using own initiative and assisting, ensuring all Departmental deadlines will be met, and assisting others
- Knowledge of Nostro Reconciliations and Investigations
- Have a strong focus on continual learning and application of Regulatory requirements
- Experience of assisting in implementation of changes to systems, processes and procedures will be an advantage
- Demonstrate awareness of standard business practices and an ability to quickly understand the business.

Technical Skills:

- Excellent working knowledge of SWIFT and Payment, Settlements and Confirmations Message types.
- Flexcube working knowledge is desired but not essential
- Good MS-Office products skills, including MS teams
- Good keyboard skills and numeracy,



Interpersonal and Organizational Skills:

- An effective communicator dealing with demanding internal and external partners.
- Ability to analyse data and make conclusions and recommendations
- Have a strong focus on continual learning and application of the Bank's and Regulatory requirements
- Strong accuracy and attention to detail, with ability to work accurately under pressure and against deadlines
- Showing an initiative to resolve an issue or constraint or recommend a possible solution. Questioning and challenging the status quo, and suggesting new approaches to improve quality and performance.
- Able to manage own workload, set own objectives and priorities, plan actions and monitor progress.
- Builds positive and open work relationships. Co-operating and liaising with others to achieve goals.
- Team Player with demonstrated ability to work effectively in a busy, hand-on environment.
- Applies strong resilience and maintains performance in the face of continued high levels of work pressure

Languages: Fluent written and spoken English.
French language skills will be beneficial.