



(Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and PRA)

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JOB TITLE	Birmingham Branch Operation
TYPE	Permanent
Salary	£25,000-£30,000 Per Annum
AVAILABLE	Immediately
APPLY	Recruitment@pnbint.com

In view of further strengthening the Birmingham branch operations, a subsidiary of an overseas bank has an immediate opportunity.

- Account opening and compliance of KYC guidelines and maintenance of AOFs.
- Opening and maintenance of company accounts, individual accounts and
- Checking and verification of all individual AOFs and High-Risk accounts.
- Strong knowledge handling cash receipts, payments, outward clearing.
- Checking of cheques and sending confirmations to branches on daily basis.
- Returning of physical cheques to the customers on the same day.
- Checking long books on daily basis (Monitoring checking)
- Attending customers/phones and providing customer service promptly
- Doing credit saf, CIFAS for all new accounts opened, filing of all account related documents.
- Any other work assigned by Branch head or manager.

The ideal candidate with following expertise is preferred:

- Previous experience within Financial Services (minimum 2 years) Experience in quality assurance and control Experience with workflow tools.
- Needs to have confidence to be able to phone people / clients and to liaise with various stakeholders.
- It is essential that you possess the ability to prioritise workload effectively and a can-do attitude and not afraid to venture into the unknown.
- It is beneficial to have a good working knowledge of Internet Explorer and Microsoft Office applications including Word, Excel, PowerPoint, & Outlook.

As this is a small friendly team, the role would suit someone who is a team player and is able to engage easily with fellow team members.