



ធនាគារប៊ូយ៉ុងខ្មែរ

BOOYOUNG KHMER BANK

Post: Various Positions (Positions based in Phnom Penh)

Booyoung Khmer Bank (BKB) is a fully licensed commercial bank operating Cambodia since 2008, offering a full range of commercial banking products and services. Due to further business expansion, we are looking for qualified and highly motivated candidates to fill in various positions as listed below:

- 1- Senior Operation Officer**
- 2- Compliance Officer**
- 3- Credit Assessment Officer**
- 4- Loan Marketing Officer**

1. Senior Operation Officer

- Manages treasury function, including meeting short and long-term funding needs.
- Direct Clearing and settlement cheque Clearing.
- Manage and Control Local Fund transfer, Fast System.
- Oversea Fund Transfer via Swift.
- Maintain relationship with correspondent banks.
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirement.
- Arrange fund movement and placements for inter banks.
- Foreign Exchange management.
- Handing daily cash balance and physical cash in vault and teller's hands
- Ensuring Cash Flow is adequate.
- Maintain a positive work environment for all tellers.
- Supervising all operation transaction such as Opening account, Closing Account, Cash Deposit, Cash Withdrawal, etc.
- Manage tasks and lead counter staff to ensure they are well prepared, smooth workflow, good communication, be ready for providing service, and all coming clients are promptly served.
- Authorize in system on cash and credit transactions in compliance with policies and procedures to ensure transaction are timely and accurately processed
- Service and cash counter controlling both physical and environment in order to be ready for daily operations
- Monitor and maintain a proper stock control for security document (passbook, cheque book, and FD certificate) to speed up the customer service time-consuming and prevent any fraud.
- Segregate account file as per policy i.e dormant, amendment, and close account to ensure proper filing system and avoid any operational risk.

Job Requirements:

- Bachelor degree in banking, business or related fields.
- Minimum three years of banking experiences.
- Good knowledge of operations function on core banking system and banking products.
- High attention to details and accuracy with good organization and time management skill.
- Self-motivated, self-starter, quick learner, demonstrate initiative and strong desire to improve processes.

- Accountable for own work with strong record of team spirit, collaboration and good communication.
- Sound understanding of legal and regulatory framework.
- Computer Literacy in Microsoft (Word, Excel, Internet & Email)
- Good oral communication in English and Khmer, negotiation skills
- Good interpersonal communication skill and teamwork;
- Honesty and hard working.

2. Compliance Officer

- Inspect and ensure that the institution is in compliance with the laws of the Kingdom of Cambodia.
- Learn more about the latest laws and regulations to be implemented in the institution.
- Assist to implement and administer anti-money laundering and countering financing of terrorism (AML/CFT) policies and procedures.
- Notice, control and update blacklist in Booyoung Khmer Bank.
- Assist organize meetings with compliance manager or management team with regards to compliance matters, including risk management.
- Assist with compilation of data and preparation of reports for submission to Compliance Manager.
- Oversee FATCA registration and reporting.
- Keep Senior Management up to date with new developments in the regulatory environment.
- Effectively communicate, negotiate and deal with all levels within Booyoung Khmer Bank, as well as with external parties.
- Other additional task assign by Manager.
- Maintain high integrity and confidentiality.

Job Requirements:

- Bachelor degree in Law, Finance and Banking or equivalent qualification;
- At least 1 - 2 years' experience gained in banking industry preferably in compliance, risk, and audit;
- Good analytical and implementation skills, demonstrated ability to effectively manage multiple tasks;
- Good presentation and communication skills to enhance risk and compliance culture within the organization;
- Computer literate, in particular MS-Office application;
- Good communication and written in Khmer and English;
- Good interpersonal communication skill and teamwork;
- Honesty and hard working.

3. Credit Assessment Officer

- Process credit analysis based on Credit Policy
- Process, collect and investigate documents for Credit Assessment
- Conduct independent credit risk assessments on loan applications
- Examine financial transactions and credit history case by case (applications, statements, balance sheets, legal documents and etc)
- Evaluate the financial status of clients including financial ratios, trend, cash flow analysis, and financial projections
- Analyze client records and using the data to recommend payment plans
- Prepare and arrange credit proposal to Credit Committee
- Follow up the existing loans and well communicate with existing and new customers.
- Prepare loan report as required by management
- Be punctual and responsible
- Must perform other duties as assigned

Job Requirements:

- Degree in Finance and Banking or equivalent professional qualifications
- At least (1 or 2) years working experience in credit department
- Able to work under pressure, independently as well as in team
- Knowledge of NBC Prakas relevant to credit matters
- Computer Literacy in Microsoft (Word, Excel, Internet & Email)
- Able to communicate in English (Basic)

4. Loan Marketing Officer

- Develop new customers and maintaining existing customers
- Monitor and report on all loan marketing activities and result to the senior manager
- Supervise marketing activities to promote the products to meet the targets
- Analysis of customers, conditions and competitor information
- Help the bank to achieve the annual plan
- Perform other tasks as assigned

Job Requirements:

- Degree in finance and banking or any related discipline
- Friendly, outstanding personality and pleasant disposition
- Self-motivation, willing to learn and good team player
- Good oral communication in English and Khmer, negotiation skills
- At least one-year experiences in loan marketing
- Willingly to travel and meet with customers

How to Apply:

Interested candidate, please submit CV and Cover Letter with stating your *expected salary* by via email or office address below, no later than 24th **June, 2022**. Only shortlist applicants will be contacted for interview.

Contact Details:

Address: No. 86-88, St. 41 Preah Norodom Blvd, Sangkat Chey Chumneas, Khan Daun Penh, Phnom Penh, Cambodia.
Name: Booyoung Khmer Bank (HR Department)
Phone: 023 951-954 888
E-mail: hrs@bkb.com.kh , **Web:** www.bkb.com.kh