

# Vacancy Announcement

## Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our "Employer of Choice Bank"

### Senior Staff, FX and Treasury Dealing Unit

(01 position based in Head Office, Phnom Penh)

Assisting Manager of FX and Treasury dealing unit in trading bank's FX and treasury products with partner FIs/customers. Assisting Unit Manager in maintaining relationship with partner FIs and customers. Also assisting Unit Manager preparing unit's business plan and forecasted cash flow, etc., and ensure that the treasury products are sufficient and reliable to customers.

#### Main Duties

- Assist manager of FX and Treasury dealing Unit to ensure that Unit's business plan and target are achieved.
- Maintain relationship with partner FIs and customers.
- Work with other financial institutions for inter-bank businesses.
- Act as focal person in FX and Treasury Dealing Unit in selling all treasury products (FX, SWAP etc.) to customers.
- Work with subordinate in providing support to the branches on foreign exchange transactions by providing information, guidance, and negotiation support, as well as solutions to meet customer's needs.
- Exploring more opportunities to sell treasury products.
- Keep monitoring foreign exchange rate in the market
- Collect Foreign Exchange market rate and prepare documentation for setting up Foreign Exchange Rate.
- Prepare Foreign Exchange position of the bank and report to management.
- Survey and check daily Foreign Exchange rate in the market.
- Assist manager of FX and Treasury Dealing Unit in developing and updating policy and procedure especially treasury products.
- Ensure the compliancy with regulatory of foreign exchange exposure (Net Open Position) and other requirement.
- Monitor and ensure compliance with limits, policies, procedures, and regulations.
- Perform other related duties as assigned.

#### Skills/ Experiences

- Bachelor degree in a financial discipline or other related fields.
- Minimum of two-year experience in treasury, finance and management field.
- Sales skills and understanding of treasury function in the financial sector.
- Practical knowledge of operating risk and compliance policies and procedures.
- Ability to work effectively in a team environment with attention to detail and accuracy.
- Good organizational, time management, and strong communication skills (written and verbal).
- Integrity and approachability and working under pressure.
- Computer literacy; in particular, Microsoft Word, Excel and Power Point.
- English language proficiency is a plus.

#### How to Apply:

**Submission Deadline:** 15 Mar 2021 at 5:00 PM

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: [hr@ftbbank.com](mailto:hr@ftbbank.com) or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7Makara Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597/081 666 535

☎ : 023 862 111

E-mail: [hr@ftbbank.com](mailto:hr@ftbbank.com)

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