



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”

Branch Operation Officer (03 positions Based in Phnom Penh)

This role is responsible for provide overall operational supports to ensuring the smooth running of daily branch operations and a high standard of operational control.

Main Duties

- To controls on physical cash management along with BMs and Senior Teller to ensure that cash at branches and ATM are properly controlled and monitored to avoid frauds and errors, while also work with the finance department on the ATM reconciliation and investigations if irregularity arrived.
- To perform day-end cash count operation with tellers to ensure that segregation of duties is in place.
- To ensure that the transactions performed by Tellers are properly verified and monitored to be aligned with the matrix, guidelines and procedures in place by performing necessary verifications on the transactions documents.
- To be one of the key custodians of keys to vaults and ATMs and other important assets such as loan collaterals, etc.,
- To manage the filing and archiving process of the branch to ensure that those important documents are properly stored and can be retrieved when needed.
- To control branch stock level such as stationary, forms, etc., and manage branch utility and security to ensure that branch operation is not disrupted.
- Perform other duties as assigned by Supervisor/Manager

Skills/ Experiences

- Bachelor Degree in Accounting, Finance and Banking or related field.
- Minimum of one years’ experience related to the said position.
- Good organizational and time management skills.
- Knowledge of, or the ability to quickly learn how to use standard office equipment, such as fax machines, modern phone systems, and copy machines.
- A strong desire to work in a team oriented.
- Computer literacy and English language proficiency.

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: 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: info@ftbbank.com

www.ftbbank.com

f : www.facebook.com/ftbcambodia

វិនិយោគដើម្បីអនាគត

Investing in the future