



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”

Staff. Cash Management Unit (02 positions based in Head Office)

This role is responsible for cash selection for loading to ATM and cash in transit (CIT) to ensure sufficient cash for daily operation for branches and ATMs in order to make sure there is no cash shortage or surplus.

Main Duties

- Assist to the team leader to manage cash in vault, cash reconciliation and balancing to ensure no discrepancy.
- Prepare daily cash summary report for unit supervisor and arrange schedule CIT with other branches to affiliate the smooth process of cash transaction.
- Assist to arrange CIT via NBC, Phnom Penh branches, Takhmao branch.
- Count and verify the all banknotes and exam counterfeit note, spoil and damaged notes to ensure they are acceptable and correct before CIT and ATM cash loading.
- Facilitate ATM cash loading for Off-site ATM and verify Cassette and cash dispenser with receipt.
- Support cash balancing in case of discrepancy to via actual balance and report.
- Assist where necessary with the investigate ATM cash withdrawal's issue and all enquiries are promptly responded.
- Ensure all ATM cash load and CIT are strictly processed correctly and comply with bank procedures, policies and regulator.
- Others task assigned by management, if applicable.

Skills/ Experiences

- Bachelor Degree in Banking or related field
- At least one year experiences related to the position
- Good organizational and time management skills
- Excellent negotiation and internal & external relationship building
- Strongly desire to work in a team and deal with challenge
- English language proficiency
- Computer literacy in Microsoft Office Word & Excel

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 7 Makara, Phnom Penh. Only short-listed candidates will be contacted for interview.

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