

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Reconciliaion Officer

Our client:

A private bank based in Geneva

Role & Responsibilities:

- To ensure reconciliations are performed for correspondent accounts, custodian accounts and fun administrator positions.
- To validate that records agree with the banks books and records.
- To ensure that open items are allocated to appropriate business units and to drive down their resolution.
- To ensure internal and intercompany accounts are reconciled and open items are appropriately managed as above.
- To ensure physical precious metal and securities Vault positions are reconciled and agree with the bank's books and records.

Profile:

- Strong understanding of reconciliations. Good banking knowledge with the desire to enhance this.
- Fully respects and follows the Bank's principles and values.
- Conscientious, hardworking and result oriented. Motivated to achieve high performance. Methodical and adaptable.
- Strong team player, working closely with operational areas towards resolving outstanding items.
- Good knowledge of spoken and written French and English.
- Good organisational skills. PC literate with a good working knowledge of excel and word, Lotus Notes, Internet, BIMAS and Fundtracker.

Contract type: Temporary contract

Rate of activity: 100 %

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : José Dominguez
Ref : DM232428969