PERFORMANCE
CONSULTANT SA
Conseil en ressources humaines

Reconciliation officer

Our client:

A top international private bank based in Geneva.

Role & Responsibilities:

• To ensure reconciliations are performed for correspondent accounts, custodian accounts and fund 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.
• To accurately complete all accounts under the team's responsibility on a timely basis.

Profile:

• At least 2 to 5 years experience in the same field as reconcialiation officer withi financial sector.
• Strong understanding of reconciliations. Good banking knowledge with the desire to enhance this.
• 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.

Required skills:

• Conscientious, hardworking and result oriented. Motivated to achieve high performance. Methodical and adaptable.
• A strong team player, working closely with operational areas towards resolving outstanding items. Co-operates and builds rapport with others. Good communication skills and information sharing.

Contract type: Temporary

Rate of activity: 100%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM15248769