J Trust Royal Bank

Intern - Payment and Cash Operations

Role Location: Phnom Penh, Cambodia
Duration: 6-month internship

This role is responsible for providing consistent superior payments processing and operations services to the frontline and externals customers. Duties include the processing of local remittance, online banking and other local payments such as Cheque clearing, Staff reimbursement, Payments into a payments platform, set up standing order and sweep arrangement, preparing end of day check list, tasks reconciliation, confirming and clear off outstanding payments and planning admin items for Payments Operations team.

Key Accountabilities

- Work in conjunction with the operations team to support and achieve branch payments objectives, transaction processing standards and risk management objectives by:
    - Ensuring all processing occurs on the same day as it is received
    - Customer documentation is thoroughly checked prior to acceptance and processing.
- Process items such as domestic remittance and check clearing
- Complete reconcile day to day core tasks from various key stakeholder such branches, client services and etc... against payment systems.
- Priority to clear an outstanding payments transaction upon reconciled team found them.
- Perform in-clearing functions, including rejecting re-entry, reconciliation and balancing duties in other systems.
- Ensure all transactions processed are compliant with all risk and sanctioned policies.
- Presentation the check clearing at National Bank Clearing House.

About You

To be successful in this role, you will ideally bring the following:

- Excellent organizational and prioritization skills to meet changing demands with the capacity to work under pressure, delivering work in a timely and accurate manner.
- High attention to details and accuracy with good organizational and time management skills.
- Self-motivated, self-starter, quick learner, demonstrated initiative and a strong desire to improve processes.
- Excellent computer literacy; Microsoft Word & Excel and Khmer Typing and good communication skills in both English and Khmer.
- Ability to work effectively with cross-functional teams.
- Degree in Banking, Accounting, Finance or related field is preferred.
- Positive characteristics with strong spirit of integrity, collaboration, accountability, respect, and excellence

អាគារ Royal Group Central ជាន់ទី ៣-៥ វិថី ក្រមួនសរ កែង ផ្លូវលេខ៦៧ ភូមិ១០ សង្កាត់ផ្សារថ្មីទី១ ខណ្ឌដូនពេញ រាជធានីភ្នំពេញ
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How to Apply

Interested candidates are encouraged to apply via: jtrjobs@jtrustroyal.com
Only shortlisted candidates will be contacted.
For more information, please contact us at 023 999 000 or visit us on:
Facebook | LinkedIn | Telegram

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