

BRAC Bank Limited, pioneer in SME Banking, delivers a full array of banking services to individuals as well as business entities. Our financial results along with the best credit rating and multiple best financial report awards speak of our aspiration, transparency and teamwork towards the objective of becoming the best bank in the country. While we thrive in present, we invest simultaneously for future – upgraded core banking system in Finacle 10, first local bank to roll out Oracle ERP, process alignment with best practices and many more. However, this feat of providing a comprehensive range of solutions to its millions of customers would not be possible without our diversified business model and unmatched network of 187 Branches, 430 ATMs, 456 SME Unit Offices, 11 Regional Operations Office and 224 remittance delivery points.

To support its continuous business growth, BRAC Bank is currently looking for ambitious, smart, goal-oriented, enthusiastic individuals for the following position in Distribution Network Division:

Cash & Client Service Officer

Employment Type: Full Time Employment **Job Grade:** OG I, OG II, SO **Job Location:** Anywhere in Bangladesh

KEY RESPONSIBILITIES

- Receive cash over the counter after properly counting it.
- Input deposit amount in to Finacle for proper record of the account statement of the depositor.
- Pay against received cheque by checking information in instruments, such as verification of signature, date, words, figure and validity of the instrument.
- Debit client account and make payment to the presenter after taking signature as an acknowledgement on the reverse side of the cheque.
- Receive other bank's cheques for clearing with deposit slip; verify information in instruments like name of the payee on the instrument as well as on the deposit slip.
- Stamp the crossing stamp in the cheque and deliver the instruments to the officer for clearing and processing
- Prepare inter-branch related sundry voucher.
- Prepare teller proof sheet with denominating cash holding in the vault
- Whenever situation demands give support as required by the Branch Manager/Branch Operations Manager

KEY QUALIFICATIONS

- Minimum Bachelors' degree, preferably in Business Administration/Banking and Finance/ Marketing/ Management/ Economics, from a reputed university
- Candidates with experience in relevant field will get priority
- Should have a good knowledge of banking products and services.
- Should possess a commitment to work very hard and under pressure
- Should be able to speak fluently in English & Bengali
- Should have a good knowledge of local banking regulations
- Should have basic Computer skills (word processing & spreadsheet)

FEMALE CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY

Only short listed candidates will be called for the interview as per recruitment process.

BRAC Bank reserves the right to accept or reject any application without assigning any reason whatsoever.

If you are interested to take this challenge, then please 'Apply Online' in www.bdjobs.com to send your Résumé with a recent passport size photograph along with NID number (mandatory)

BRAC Bank does not charge any fee at any stage of the recruitment process.

Please note that BRAC Bank is an equal employment organization. Any form of persuasion will disqualify the candidature.

Application Deadline: December 28, 2019



