

Banking Officer

Job Summary

Reporting to the Head of Banking, the Banking Operative will perform all functions as necessary to **support back office banking processes.**

Main Duties and Responsibilities

Responsibilities and tasks may include, but are not limited to, the core areas described below:

Account Opening

- Handle, verify and complete all account opening documentation
- Complete account opening compliance processes including Know Your Client and Anti-Money Laundering checks and other due diligence.
- Coordinate with the Companies and Trusts Departments and Legal Fee Earners to understand client structures to enable completion of applications
- Communicate clearly the current status of applications to clients and internal stakeholders
- Periodically review pending applications and establish whether they should be escalated, followed up or terminated.
- Act as the central point of advice on, and manage new account processing queries that arise from, both internal colleagues and clients
- Build and maintain effective working relationships with a wide range of banking contacts.
- Assist with set up of new users and modifications to users' rights in relation to online banking.

Payments/Transfers

- Receipt of instructions relating to payments, securities, money market and foreign exchange, carrying out internal due diligence regarding nature of transaction and authority of client/agents to give instruction.
- Set up, check, verify and complete outgoing payments for clients including internal transfers, SWIFT, SEPA, BACS payments.
- Complete all foreign exchange business and transfers in an accurate and complete fashion.
- Examine payment routing where necessary, researching correspondent banking details and formatting transactions in accordance with Swift/Chaps procedures
- Ensure Standing orders are completed in the correct manner.
- Action call backs and undertake payment investigations through various platforms
- Work to meet daily deadlines prioritising payments subject to currency, value and dates

Office

- Scan, read and disseminate all daily correspondence for a number of different clients and internal managers.
- Manage all client and internal stakeholder enquires to a high level of accuracy and quality.
- Preparation and distribution to clients of quarterly invoices, follow up and cash collection. Work efficiently to minimize write-offs.

Other

- Recommend improvements to processes and procedures in areas of efficiency, control, and work quality. Ad-hoc and project support responsibilities, as required.
- Contributing to the overall success of the department by providing cross-cover for colleagues when necessary.
- Undertake any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This job description is provided only as a guide to assist the employee in the performance of their job. The Firm is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an exhaustive, inflexible or finite list of tasks and may be varied from time to time in the light of changing circumstances after discussion with the postholder.

Person Specification

Listed below are the minimum expectations for education/qualifications, experience and technical skills which individuals need to meet in order to perform their role:

- Sound intellectual skills evidenced by a strong academic background including formal qualifications, further training and experience or educated to graduate level. Must hold at least 5 GCSEs (A-C) or equivalent, to include Mathematics and English.
- Experience of working in a client facing administration role at another professional or financial services firm.
- Demonstrates knowledge and experience of banking processes, procedures and activities (e.g. SWIFT transactions) and the ability to interpret and apply policies and standards.
- Good awareness of banking compliance guidelines e.g. KYC, AML, CRS and FATCA
- Demonstrates ability in using computerised financial systems and banking software and in resolving system issues.
- Excellent knowledge of Microsoft Office, particularly Outlook, Word, PowerPoint and Excel.
- Experience of Viewpoint would be an advantage.
- Able to successfully form, build, develop and maintain positive and effective working relationships with people from a wide range of personal and professional backgrounds.
- Excellent attention to detail and accuracy.
- Demonstrates excellent organisational, time, project and diary management skills and the proven ability to balance competing and often conflicting demands for resources in order to achieve objectives.
- Superior organisational skills and the ability to handle multiple priorities and ad-hoc urgent requests without sacrificing quality or accuracy.
- Client orientated with the ability to handle highly confidential information and maintain high levels of confidentiality and discretion at all times.
- Committed to the delivery of the highest levels of customer service.
- Demonstrates an enthusiastic and flexible approach to work and its demands
- Able to work successfully as part of a team.