

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Cash Reconciliation Specialist H/F**

### **Our client:**

A top tier international private bank based in Geneva

### **Role & Responsibilities:**

#### ***Cash reconciliation***

- Reconciliation of our cash correspondents for all our entities
- Check differences and investigate on a daily basis (cash)
- Establish a list of pending for cash amounts
- Treatment and follow-up of current files
- Claim back missing statements

#### ***Investigation on customer wires***

- Good Knowledge of the Cash Transfer activities (MT103 - MT202 - etc...)
- Good skills in the role of each counterparty involved in a wire payment
- Be able to write swift messages (e.g. MTx99 - MTx95 - MTx96 - etc...)
- Responsible and able to handle investigations from the beginning to the end
- Familiarity with compliance issues
- Good command of English with the ability to communicate both orally and in writing is essential

### **Profile:**

- Experience confirmed in the reconciliation department and-or investigation on customer wires
- General knowledge of the Back-Office activities
- French mother tongue, English good level, other is an asset
- Knowledge of GTMatch - GTEExchange - Globus (is an asset) - MS Tools, etc.
- Precise - meticulous - proactive
- Flexibility - adaptability capacity - be comfortable working in a group and in open space
- Stress resistant

**Contract type: Temporary / 6 months**

**Rate of activity: 100%**

**Starting date: ASAP**

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : José Dominguez

Ref : NB1161718056