



Payments & Settlements Officer
London

FirstBank UK is a globally recognised, successful bank who provide world-class services to various institutions and individuals. Offering a comprehensive range of retail and corporate financial services/products, this thriving business boasts over 10 million active customers in over 700 business locations. Due to business requirements, we are now looking to acquire the services of an experienced Payments & Settlements Officer to support the Payments and Settlements Manager to plan and deliver our business strategy in line with our long-term goals.

- ***Please note that this is a hybrid position with 3 days working from the office & 2 days working from home.***

Key Responsibilities:

- Process payments whilst providing an excellent client service to ensure positive & timely delivery for the Bank's clients.
- Ensure all inbound and outbound payment transactions are duly inputted and verified in accordance with the customers' authorised signature, account balance and compliance.
- Perform all the relevant checks according to the Financial Crime Prevention Policy.
- Release payments onto the SWIFT system within allocated limit & repair all SWIFT message failures advised by IT.
- Where required, assist with the settlement of Securities/NDF/FX/Money Market transactions and record for cash position purposes.
- Where required, assist with the management of the Bank's collateral deposits with Treasury counterparties.
- Ensure all Fixed Term Deposits are processed and settled in a timely and accurate manner.
- Assist with projects related to the continuous improvement of the Function as and when required.

Key Skills/Experience:

- Previous Payments experience within Banking.
- Excellent understanding/working knowledge of Payments Processing including: SWIFT, CHAPS, BACS, PACS, FPS.
- Ability to work using your own initiative, ensuring all Departmental deadlines will be met.
- Knowledge of Nostro Reconciliations and Investigations.
- Excellent communication skills with the ability to deal with both internal & external partners.
- Ability to analyse data and make conclusions and recommendations.
- Excellent attention to detail with the ability to work under pressure.

In return we offer a fantastic benefits package including:

- Up to 10% employer pension contribution



- Life Assurance Cover
- Income protection
- Private Medical Insurance plan (upon successful completion of probation period)
- Contribution to glasses/contacts and eye testing
- Gym subsidy (up to £50 per month)
- Cycle to work scheme.
- Employee Assistance Program
- Interest Free season ticket loan for travel
- Birthday Leave
- 25 days annual leave, rising to 28 after 3 years and 30 after 8 years' service.
- Give As You Earn (GAYE)

First Bank is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

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