

## CAREER OPPORTUNITY

ZTBL, a renowned specialized financial institution with a wide network of Branches all across the country is inviting applications from energetic and challenge-oriented professionals with proven track record and capacity to perform as a catalyst for transformation in a challenging environment. The individuals who fulfill the below-mentioned basic eligibility criteria may apply for the following position for Treasury back office, Karachi:

<b>Position:</b>	Officer- Money Market Settlement	No. Of Positions: 01	<b>Level</b>	OG-II
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**Brief about the position:**

The position requires settlement and accounting of treasury money market deals, handling RTGS and Raast system activity under four eyes principal. The position holder shall be also be responsible for bank accounts reconciliation, and management of Vouchers, Advices, Deals, Cheques of SBP and other Banks, DAP, MMCRS and other reporting.

**Basic Eligibility Criteria:**

<b>Academic / Professional Qualification:</b>	Bachelors in Accounting/Finance/ACCA/ACMA or any equivalent relevant degree from HEC recognized University.
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<b>Experience:</b>	Minimum 3 years post qualification experience of working in settlement.
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<b>Other Skills/ Expertise/ Knowledge Required:</b>	<ul style="list-style-type: none"><li>• Understanding of Banking and Finance along with Treasury knowledge.</li><li>• Skills of M.S. Office and English Writing skill.</li><li>• Excellent communication, analytical, interpersonal, adaptability and teamwork skills.</li></ul>
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**Outline of Main Duties / Job Responsibilities:**

The position reports to Manager Settlement and is responsible for:

- Settlement and Accounting of Treasury money market deals.
- Handling RTGS and Raast system activity under four eye principal.
- Responsible for blotter management and its reconciliation with Treasury front office.
- Responsible for bank accounts reconciliation, and management of Vouchers, Advices, Deals, Cheques of SBP and other Banks.
- Responsible for DAP, MMCRS and other reporting.
- Handling NIFT Clearing and coordination with Head Office Clearing Branch.
- Reporting investment position, outstanding call borrowing and lending and placement position on regular basis.
- Any other work assigned time to time.

<b>Eligibility</b>	<ul style="list-style-type: none"><li>• We Offer competitive remuneration package geared towards attracting best talent in the market.</li><li>• Applicant having less than 45% marks (in conventional system) or CGPA less than 1.4/4.0 or 2.4/5.0 or equivalent in degree on the basis of which application is being submitted, are not eligible to apply.</li><li>• Dual nationality holders are not eligible to apply for the post.</li><li>• Only short-listed candidates will be called for interview.</li><li>• Interested candidates may apply online through website: <a href="https://ztbl.rozee.pk">https://ztbl.rozee.pk</a> &amp; <a href="https://www.ztbl.com.pk/jobs">https://www.ztbl.com.pk/jobs</a>.</li></ul>
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<b>Employment Type:</b>	Regular
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<b>Maximum Age Limit:</b>	35 years (as on the closing date to apply)
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**Advertisement Date:** 06-Aug-2023

**Closing Date of Advertisement:** 20-Aug-2023

**Note:** Applications received after due date will not be considered. No TA/DA shall be admissible for interviews.

**ZTBL is an equal opportunity employer - Women are encouraged to apply.**

**Please note that any kind of external/internal influence or SAFARISH in Recruitment process would lead to cancel the credentials of candidate and applicant would be immediately BLACKLISTED.**