

Position: Universal Teller
Division: Operation
Location: Pan Pakistan

Required Qualification & Experience:

Graduate preferably B.Com / Postgraduate degree preferably M.Com / MBA in Marketing, Finance or Economics or equivalent from an HEC recognized university, having experience of cash handling with any Commercial Bank/ DFI. Fresh candidates can also apply.

Main Duties & Responsibilities:

- Receive cash from Branch Operations Supervisor / Branch Operations Manager, record denominations for cashier / sorting functions, request for additional cash as and when required till close of business hours.
- Receiving cheque from customer, ensuring it is a valid instrument by analyzing security and other specified features, enter details of cheque into system and debit customer account, forward cheque beyond assigned limit to Branch Operations Supervisor / Branch Operations Manager for authorization and disburse (PKR & FCY) cash only after posting of cheque into system.
- Receive, check & process Funds Transfer & ATM related transactions & their balancing.
- Handle customer's request like change of currency notes etc., respond according to the prevailing procedures and guide customer to contact the concerned staff in case of any irrelevant query. Maintain high standard of customer services at all times.
- Conduct and Manage;
 1. Balancing and sorting of cash at the end of each working day and preparation of Cash Book.
 2. Balancing of cash vouchers and posting of all cash related transactions into system.
 3. Checking of cash before day-end with system generated reports and maintenance of related records.
 4. Balancing / reconciliation of sorted, unsorted, re-issuable, defective and new currency notes prior to placing the same in cash vault before end of each working day.
- Ensure availability and disbursement of fresh cash over the counters as per SBP directives.
- Ensure that all periodic MIS are prepared accurately and submitted to the related department / regulator within agreed timelines.
- Receive / Scrutinize and post Inward / Outward Local, Same Day & Intercity Clearing and responsible for processing of Local, Same Day & Intercity Clearing for NIFT, including returned instruments.
- Responsible for recovering service charges as per prevailing Schedule of Charges against the instruments returned in Clearing and Collection.
- Ensure that all related GL Accounts are periodically reconciled and balanced with actual records.
- Receive applications from customers for Payment Order, Demand Draft, and FCY Telegraphic Transfer. Thorough checking of application for correctness and completeness according to the Bank's prescribed policies and procedures. Prepare required remittance instrument PO / DD / TT advice and forward the same to the Branch Operations Supervisor / Branch Operations Manager for review and approval.
- Responsible for sufficient replenishment of ATM on as and when required basis and also ensure that ATM is functioning uninterruptedly during long weekends and other holidays.
- Receive requests for cancellation of Payment Order / Demand Draft along with original instrument, check security features and books of accounts to ensure genuineness of instrument and obtain approval from Branch Operations Supervisor / Branch Operations Manager for encashment according to the outlined procedures and regulatory requirement.
- Any other job assigned by the Line Manager/Divisional Head.
- Ensure time by Submission of data/reports required by line manager/RO/HO.
- Ensure satisfied customer services to all Client.

